

Official Proceedings of the Washington Township Board of Trustees
April 13, 2010
Washington Township Center
30200 Town Center Road, Beecher, IL

Special Board Meeting called for the following business items:

- (A) Prepare and Review 2010-11 Town (Corporate) Budget;
- (B) Consideration and Approval of Washington Township's Meal Delivery Program;
- (C) Consideration to Adopt Pace's Drug and Alcohol Testing Policy and Program Revised Date August 31, 2009 as Presented;
- (D) Consideration to Adopt Pace's System Security and Emergency Preparedness Plan (SSEPP) Dated September 2009 as Presented

Supervisor Howard called the meeting to order at 7:30 p.m. and led the Pledge of Allegiance and asked for a moment of silence for the men and women serving in the United States Armed Forces and for those who gave the ultimate sacrifice for their country.

Roll call:

Present: Supervisor Bob Howard Trustees: Elmer Becker, Ted Deery, Teresa Peterson, Dan Waterman

Other Officials present: Clerk Joe Burgess

Public Commentary: None

Supervisor Howard requested that the order of the agenda items be changed so that the budget review would be done last. There were no objections to the Supervisor's request.

AGENDA ITEMS:

1. Consideration and Approval of Washington Township's Meal Delivery Program – The Board was given a revision of the proposed "Feed Our Own" program (attached) dated April 13, 2010. The Board reviewed the revision, which specifically outlined the details of the proposed program. During discussion, Trustee Waterman suggested that the provision that stated "A police background check WILL be required for each volunteer driver" was not necessary, because the Program Coordinator and/or the Supervisor should screen volunteer drivers for the program. Waterman said the option to perform a background check should be kept but the wording should be changed from "WILL be required" to "MAY be required". The Board agreed with the recommendation and no other changes were made to the program.

MOTION:

Trustee Waterman made a motion to approve the Washington Township “Feed Our Own” program as outlined in the Washington Township “Feed Our Own” Private-Pay Home Delivered Meals Program Dated 4/13/2010, with the stipulation that the wording requiring a drivers background check be changed from “**WILL** be required” to “**MAY** be required”. Trustee Peterson seconded the motion. There was no additional discussion on the motion. Roll call vote: Waterman – yes, Peterson – yes, Howard – yes, Deery – yes, Becker – yes. **Motion passed 5-0.**

Clerk Burgess will make the revision to the document as required and forward an updated copy to all the Board members.

2. Consideration to Adopt Pace’s Drug and Alcohol Testing Policy and Program Revised Date August 31, 2009 as Presented – Pace has required that all participants in their van pool program adopt their revised Drug and Alcohol Testing Policy dated August 31, 2009. The Board adopted Pace’s original policy as a requirement to receive the bus from Pace and it was recommended that the revised policy be adopted as soon as possible.

MOTION:

Trustee Deery made a motion to approve and adopt Pace’s Drug and Alcohol Testing Policy and Program Revised Date August 31, 2009, as presented. Trustee Becker seconded the motion. There was no additional discussion on the motion. Roll call vote: Deery – yes, Becker – yes, Waterman – yes, Peterson – yes, Howard – yes. **Motion passed 5-0.**

3. Consideration to Adopt Pace’s System Security and Emergency Preparedness Plan (SSEPP) Dated September 2009 as Presented – Pace is requiring that all members of their van pool program adopt their “System Security and Emergency Preparedness Plan (SSEPP)”. The development of the plan is outlined in the SSEPP plan and reads as follows (excerpt from SSEPP plan):

“The terrible tragedy of September 11, 2001 combined with the nation’s continuing war on terrorism, has created a heightened threat environment for public transportation. In this new environment, the vulnerabilities of public agencies and the communities they serve to acts of terrorism and extreme violence have greatly increased. Threat assessments issued by the Federal Bureau of Investigation (FBI) have consistently placed public transportation at the top of the *critical infrastructure protection agenda*, along with airports, nuclear power plants, and major utility exchanges on the national power grid.

To establish the importance of security and emergency preparedness in all aspects of our organization, Pace has developed this System Security and Emergency Preparedness (SSEP) Program Plan. This SSEP Program Plan outlines the process to be used by Pace to make informed decisions that are appropriate for our operations, passengers, employees and communities regarding the development and implementation of a comprehensive security and emergency preparedness program.”

The Board reviewed the SSEPP plan and there were no questions or objections to the passage of the plan.

MOTION:

Trustee Becker made a motion to approve and adopt Pace’s System Security and Emergency Preparedness Plan (SSEPP) Dated September 2009, as presented. Trustee Waterman seconded the motion. There was no additional discussion on the motion. Roll call vote: Becker – yes, Waterman – yes, Deery – yes, Peterson – yes, Howard – yes. **Motion passed 5-0.**

4. Prepare and Review 2010-2011 Town (Corporate) Budget – Bob Barber, the Administrator for the Village of Beecher, told the Board that the village did not fund any youth programs for the new fiscal year, but the Beecher Police Department had \$7500 budgeted for the programs that would easily cover this years youth programs. He said the township could offer to help the police department but in all likelihood, the money would not be spent this year. Supervisor Howard suggested that the board still consider allocating funds for youth programs, which could be sponsored solely by the township if necessary. The board then reviewed the preliminary working copy of the 2010-2011 Washington Township Budget Ordinance as prepared by Clerk Burgess and accountant Thomas Brislane.

The board went through the each line item of the budget and adjusted various lines based on previous years spending and/or any changes that would cause a line item to change. As the board reviewed salaries it was recommended that no increases be given this year based on the current economic climate. During discussion the Board allocated \$3000 to youth programs, \$7000 to senior programs and adjusted the transportation expenses to \$51,180 to reflect running the bus for an entire year. Revenues were also adjusted, as the current RTA grants will reimburse the township for approximately one half of all transportation expenses for the fiscal year.

Discussion regarding the General Assistance (GA) account centered on the volume of relief requests being received and there was concern that the GA levy would not be enough to cover the GA expenses at the current rate for an entire year. Supervisor Howard asked the Board to allocate \$5000 from the town account fund as a transfer to GA so it would be available if necessary. This transfer item was added to the town account budget under Other Expenditures (line #930) as an inter account transfer.

The major items of the 2010-11 General Town Fund Budget are as follows:

- **Beginning balance: \$67,060**
- Total Revenue: \$284,881
- Total Funds: \$351,941

- Expenditures:
- Administration \$232,481
- Assessor \$10,984
- Transportation \$51,180
- Total Expenditures \$294,645

- **Ending Balance \$57,296**

The major items of the 2010-11 Insurance Fund are as follows:

- **Beginning balance: \$14,889**
- Total Revenue: \$15,291
- Total Funds: \$30,180

- Expenditures:
- Insurance \$10,260
- Total Expenditures \$10,260

- **Ending Balance \$19,920**

The major items of the 2010-11 General Assistance Fund are as follows:

- **Beginning balance: \$7,302**
- Total Revenue: \$16,173
- Total Funds: \$23,475

- Expenditures:
- Home Relief \$22,000
- Total Expenditures \$22,000

- **Ending Balance \$1,475**

The board also discussed charging a cleaning fee for non-governmental groups who utilize the Conference Room at the Washington Township Center. The fees would be utilized for building improvements such as painting, carpet cleaning (or replacement) and equipment purchases such as tables and chairs. Supervisor Howard and Clerk Burgess will review the “Facility Use Policy” and report back to the Board with possible recommendations or changes.

Adjournment:

Being no further business or discussion, Trustee Becker made a motion to adjourn. Motion was seconded by Trustee Peterson, and after being unanimously approved by voice vote, the Board Meeting adjourned at 8:50 p.m.

Respectfully submitted,

TRUE AND CORRECT COPY
Joseph Burgess – Town Clerk

Approved by Board of Trustees May 3, 2010