

COMMUNITY ROOM

May 14, 2026

The meeting was called to order at 12:30 pm by Chairperson Hare. Trustees Port and Heutmaker were present.

Board Administrator Melissa Palmer was present.

The following Department Head was present: Police Chief Tom Swaidner.

The Pledge of Allegiance was said.

Mr. Hare discussed a supplemental appropriation related to the annual scrap pickup event in September, noting that the event had not been fully funded and that the requested amount was lower than usual and wanted the trustees on record supporting inclusion of these items in the supplemental appropriation.

Mr. Hare also addressed the proposed pickleball court project. Mr. Hare expressed concerns regarding including the pickleball court within the current supplemental appropriations and recommended the board not proceed at that time until proper direction from the APA was received. Mr. Hare stated that if the total project reached a threshold of approximately \$70,000–\$75,000, the township would need to participate in a formal bidding process before transferring funds to the recreation board. He would follow up with guidance from the APA on how the board could consider a transfer to assist in the project and the rules surrounding financial assistance in the project.

Mr. Hare stated he spoke with Ed Curtis, Sara Sustin, and Susan Wieland but had not yet received written confirmation regarding liability details or requirements for transferring funds for the 2026 project. Mr. Hare recommends postponing further discussion until the regular meeting and potentially appropriating funds for 2027 instead, allowing more time for clarification on the legal and procedural requirements for both parties involved in the joint project.

Mr. Hare reviewed several budget and funding items discussed in a prior email, including the iWorq zoning subscription for property mapping, funding transfers for the fire department's ambulance cot loading system, and benefits funding for a new police officer who started in March.

There was discussion on how to fund Township's IT expenses and allocate costs across departments. Trustees noted they previously approved \$132,000 to be allocated in the General Fund's capital improvement account for anticipated IT contracts and services. They debated whether to transfer funds to the Professional & Technical Services line item instead of requesting smaller appropriations for individual departments like police and fire.

It was discussed that the existing IT appropriations had only about \$22,000 remaining unencumbered, which would cover ongoing IT service hours but not onboarding costs. The Trustees discussed using the General Fund to cover the initial IT onboarding expenses (not to exceed \$10,000) and the IT service hours (35 hours at \$200/hours for Fire, Police, Administration, Total \$21,000) this year, rather than charging each department separately right away. Moving forward, in 2027 departments will pay for their own specific software and IT usage.

The Trustees agreed to transferring \$80,000 from the capital account into the Professional & Technical Services line item would provide greater flexibility while actual departmental costs are determined. The remaining capital funds would be

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available for equipment purchases and future IT-related expenses.

**COMMENTS FROM THE PUBLIC WERE RECEIVED**

The Board briefly discussed the purchase of the Plaud AI recording device. They agreed that improving the consistency and availability of the meeting minutes would benefit the residents. This would help assist and Fiscal Officer Assistants with processing minutes in a timelier manner. The Trustees asked Mrs. Ezzone to go ahead and make the purchase.

*Mr. Hare made the motion to adjourn. Mrs. Heutmaker seconded the motion, and it passed unanimously.*

The meeting was adjourned at 12:48 pm.

Christopher Hare, Chair

Karen Walder, Fiscal Officer

Recorded by: J. Ezzone