

Sugar Island Township Board Meeting
January 12, 2021
MINUTES

1. Supervisor Mark Eitrem called the Meeting to Order at 7:01 p.m.
2. Supervisor Mark invited Cletus Harrington to Lead in the Reciting of the Pledge of Allegiance,
3. Roll Call Taken, Present were, Trustee Ben Repa, Trustee Kathy Noble, Supervisor Mark Eitrem, Clerk Nancy Andary, Treasurer Ann Rosenbum;
4. Changes/Additions to the Agenda – No changes or Additions were made to Agenda;
5. Minutes: Minutes from December 8, 2020 – Trustee Noble made a Motion to approve minutes from December 8, 2020, Clerk Andary seconded Motion, Motion passed, 5/0
6. Correspondence: There were no correspondence;
7. No Public Comments
8. Treasurer's Report;
 - a. General Fund \$276,155.63
 - RESTRICTED FUNDS
 - b. Road Fund \$734,946.79
 - Fire Fund \$137,248.44
 - Ambulance Fund \$ 32,690.55
 - Liquor Fund \$ 642.88
 - Solid Waste Fund \$ 49,564.73
 - Metro Fund \$ 6,097.63
 - TOTAL \$1,237,346.65

Trustee Kathy Noble made Motion to approve Treasurer Rosenbum's Report, Trustee Ben Repa second Motion, Motion passed 5/0.

9. Unfinished Business:

- a. Approval of Island #1 Resolution; Clerk Andary read aloud Resolution #1 of 2021. Motion to approve resolution #1 of 2021 was made by Supervisor Eitrem, seconded by Clerk Andary and followed by a Roll Call Vote. Motion passed 5/0.
- b. Emergency Snow Plowing: Discussion about emergency snow removal in case of large snow fall
- c. Approve Draft Administrative Board Policies & Procedures: Trustee Noble made Motion to approve Board Policies, Clerk Andary seconded Motion, Motion passed 5/0.
- d. Status Update: Code of Conduct Statements: Adrienne Beckham and Jim Handziak agreed to sign after meeting.
- e. Identify Volunteers to Participate in Various Committees, Announce Selections: Kathy Cairns has volunteered for the Planning Commission, Betsy Huggett volunteered for the Personnel Committee, Brittany Behm volunteered for the Beautification Committee. All three volunteers were approved by the Board individually. Clerk Andary made a Motion to place these volunteers on the respective committees. Trustee Noble seconded the Motions. All three individuals were voted on individually. All passed with a 5/0 vote.
- f. Proposal from a second Attorney: The Board reached out to a second attorney to see if interested in working with SI Township, the Board did not receive a letter from the other attorney even after the Clerk reached out to the attorney three times. Attorney, Charles Palmer had sent his letter to the Board, Clerk Andary made a Motion to approve Charles Palmer as the Attorney for the Township, Treasurer Rosenbum seconded the Motion, Motion passed 5/0, Supervisor Eitrem will send a letter to Attorney Charles Palmer.
- g. Ambulance: Jim Handziak & Adrienne Beckham discussion about Lucas CPR Device: Discussion amongst Board, no action was taken.

10. New Business:

- a. Pay Bills with EFT's and Checks # 11049 through 11100, Treasurer Rosenbum made a Motion to pay to bills, Clerk Andary second Motion, Motion passed 5/0
- b. Review Draft Documents from Board Work Session on January 19, 2021: to be posted on Sugar Island Web Page, Trustee Repa made a Motion to approve the documents, Trustee Repa, Trustee Noble seconded Motion, Motion passed 5/0

- c. Review Conversation with AT&T Regarding Landline Service: Supervisor Eitrem reported he had conversation with AT&T, Supervisor Eitrem will follow-up.
- d. Review Existing Purchasing Policy Approved on October 10, 2006, goal to update document for Implementation on April 1, 2021. Trustee Noble made a Motion to approve the Purchasing Policies to be implemented on April 1, 2021, Trustee Repa seconded the Motion, Motion passed 5/0.
- e. Amber Horner – Youth Group, Use of North Park in February. Clerk Andary will contact a Septic Cleaning, before February to be pumped.
- f. Discuss Fees for the Deputies for the Clerk and Treasurer: Clerk Andary raised the issue that Deputy Sue Davidson’s rate of pay should be the same for helping to train the new treasurer as Deputy Garlitz is receiving to help train the new Clerk, through April. Clerk Andary made a Motion, Trustee Noble seconded the Motion, Motion passed 5/0.
- g. BOR Re-Appointments: Reappointment of the BOR, Marg Snider, Jaci Brown, Judy Smith, Alternate DJ Bumstead, Supervisor Eitrem made a Motion, Trustee Noble seconded Motion, Motion passed, 5/0
- h. Update for Quickbooks: Clerk Andary brought up that the current QuickBooks the Township is using is obsolete, and needs to be updated immediately at the cost of \$299.00 for a 2 person use. Trustee made a Motion to purchase to purchase and make the necessary updates to QuickBooks, Clerk Nancy seconded the Motion, Motion passed 5/0

11. Department/Committee Reports

- a. Ambulance Report – Adrienne Beckham Reported last month the ambulance had 3 runs, for 2020 they had 62 runs total. They have 1 new EMT and 2 coming back,
- b. Fire Report – 1 run, Fire Dept had 7 runs last year. 5 firemen have had their Covid-19 shots.
- c. Planning Commission – They plan to have a tentative meeting on the 20th of January @ 7:00 p.m.
- d. Zoning Board: Nothing to Report
- e. Board of Review: Nothing to Report

- f. Election Committee: Clerk Andary reported that the Township has been selected to participate in a Statewide audit. She explained that she would report back at next meeting.

12. Board Member Reports

Supervisor Eitrem stated that the State of the Township and The Annual Budget Meeting will be on March 23, 2021.

Adjournment at 8:16, Motion made by Clerk Andary, second by Trustee Noble, Motion passed 5/0

Respectively Submitted by:

//////original signed//////

Clerk Nancy Andary

APPROVED