

Fredonia Township Special Meeting March/April (Due to COVID 19)
April 9, 2020 6:30 PM
Teleconference/Electronic Meeting

MINUTES

BOARD MEMBERS present: Doug Damon, Supervisor Cathy Combs, Clerk JC Skowron, Treasurer Ken Huestis, Trustee Terry Day, Trustee

STAFF present: Phil Damon, Fire Chief Dianna Baker, Deputy Clerk/Cemetery Sexton Pamela Jo Eastman, IT Jacob Washburn, Deputy Supervisor/FD Training Officer Dan Livingston Sr., Calhoun County Planning Commission George Crandall, Twp. Planning Committee; Robert Hawley, Zoning Administrator/Ordinance Officer

CALL TO ORDER: 6:30 PM

PLEDGE OF ALLIGENCE: A Moment in silence took place

AGENDA – Additions/Deletions: JC: Certificate of Deposits

PUBLIC COMMENT: – ONLY FOR ITEMS ON THE AGENDA: NONE

MINUTES FROM PREVIOUS MONTH:

Motion made by Ken and supported by JC to approve the February 17, 2020 minutes.

APPROVED AS READ

FINANCIAL REPORT-

JC advised with restricted travel and only coming into the office to sign checks, there is not a report at this time.

PLACED ON FILE FOR AUDIT

READING OF THE BILLS by Cathy Combs

We have bills back to 2/25 and mentioned Shell Fleet bill although paid on 3/30, and notes indicate need to be paid by the 8th of each month, the bill was actually due 3/27 and was charged a \$39 late fee. Shell is going to waive late fee and will receive a credit next month. Also, checked to see if Shell could mail an invoice versus paying online and Shell will charge \$10 each month to mail an invoice. At this time, we will keep paying online. JC moved and Terry supported to accept the reading of bills as read.

APPROVED AS READ

REPORTS:

Fire Department: Ken advised training has been suspended due to COVID 19. Running calls as usual with extra precaution due to the virus.

Road: George states virtual meeting scheduled for the near future.

Planning Commission: The board has a copy of proposed master plan to review. A conference call is scheduled for 4/16/20 to discuss power line access across township and possibly changing the language for zoning.

OLD BUSINESS:

- 1. Property Tax Admin Fee:** Tax admin fee is not needed until June. Will move this to next board meeting for discussion.
- 2. Mowing Bids:** Bids received and Cathy has bids in the office to open if board decides to not open tonight. After discussion, Doug suggested a couple of board members along with Sexton review bids. Doug moved and Ken supported that the trustees Ken and Terry along with Sexton go over the bids received and make sure are comparable and make a recommendation to the board. Discussion held about deadlines. Roll Call Vote: Doug; Aye: Ken: Aye; Terry: Aye; Cathy: Aye; JC: Aye. Motion defeated unanimously. Motion made by Ken and supported by Terry to review bids received, pick the appropriate mowing bid(s) and trustees Ken and Terry will make final decision. Roll call vote – motion carried unanimously.
- 3. Follow-up on Taxes overpaid:** JC advised while reconciling it was determined that she needed to complete the over/under amount in system in order to balance with county.
- 4. Adjust CD:** All 3 CDs renewed in April with Marshall Credit Union. JC did call the banks and left messages and has not received a call back. She recommends rolling over and renew with Marshall Credit Union and the board agreed with her decision.
- 5. Road Project:** Doug advised all on hold at this time. Will postponed the board’s discussion and motion until next meeting.

NEW BUSINESS:

- 1. Budget Adjustments:** Budget adjustment needed to move \$932.53 from Township Professional Services to Ambulance/Dispatch Service as invoice increased from \$1,646.94 to \$1,991.74. Discussion held in regards to the dispatch authority increase and moving forward the \$1,991.74 will be more accurate due to a surplus the Dispatch Authority had for 2019 which offset their 2019 billing. Also, budget adjustment needed to transfer \$8029.80 from weed fund back into General Fund due to being deposited incorrectly into the weed account. JC moved and Terry supported to move the above funds appropriately as discussed. Roll call vote: Roll Call Vote: Doug; Aye: Ken: Aye; Terry: Aye; Cathy: Aye; JC: Aye. Motion carried unanimously.
- 2. Selection of Auditor:** Doug advised discussion held with board and made a motion to hire Ross Sprague with Walker, Fluke & Sheldon as our township auditor. JC supported motion made by Doug. Roll call vote: . Roll Call Vote: Doug; Aye: Ken: Aye; Terry: Aye; Cathy: Aye; JC: Aye. Motion carried unanimously.
- 3. IT hours vs. Election:** Pam has completed hours during election which is above her normal IT position, Dianna – Elections Chairman laptop used during election needed to be updated to Windows 10, Pam did not work the election she made sure the computers and other equipment was up and running. Updated job descriptions would assist with determining what is expected for this position and this would be a one-time payment so precedence is not set for any future payments. JC moved and Terry supported

to pay IT Director \$11 an hour for 9.5 hours for her availability during the election. Roll call vote: Roll Call Vote: Doug; Aye: Ken: Aye; Terry: Aye; Cathy: Aye; JC: Aye motion carried unanimously.

4. **Inspector Fees:** Doug advised board voted to pay inspectors through accounts payable as they are independent contractors and then they are responsible for paying their own payroll taxes. Our plumbing inspector is not willing to inspect for \$50 and wants \$75. Doug advised will table discussion until next month's meeting.

5. **Update minutes to reflect Deputies have signature rights and responsibilities for Clerk and Treasurer:** JC moved to show in the minutes that deputies will have the same signature rights and responsibilities as township clerk and treasurer in the absence of Clerk Cathy Combs and Treasurer JC Skowron in order to maintain and make sure essential duties remain functional. Ken supported motion made by JC. Roll Call vote: . Roll Call Vote: Doug; Aye: Ken: Aye; Terry: Aye; Cathy: Aye; JC: Aye. Motion carried unanimously.

Public Comments made and noted as follows:

*Inspectors \$50 administrative fee, suggestion to look at taxes being paid prior to making a decision

*Findings of safety deposit box – Treasurer advised legal papers and deeds

*Mowing bids

Board Comment:

*Cathy is looking into having a locked postal box at township versus post office box township, more information to be available once provided.

Supervisor Doug Damon adjourned the meeting at 7:40 PM

Minutes prepared by Cathy Combs

Cathy Combs, Township Clerk

Date

Doug Damon, Township Supervisor

Date