

TOWNSHIP
BOARD OF TRUSTEES
SPECIAL MEETING SEPTEMBER 27, 2018

George Whittington called the meeting to order at 7:00 pm. Roll call was taken: George Whittington, Darla Rippee, William Stewart, Kristy Gustafson and Laura Dawson, were present.

- George made a motion to amend the agenda to include the following: Minutes from September 10, 2018, both Regular meeting and Election Board Appointments, Planning Commission Report, Cemetery Ordinance, Purchase of new vacuum cleaner, Non-Return of Hall Rental Deposit and Roads.
- **Per Diems:** Bill made a motion to change the language from Per Diems to “Committee Service” for non-statutory duties, to accommodate the payment to any Board member if they attend more than one meeting in any given day. The motion was seconded by Kristy. Roll call was taken: Laura; yes, Kristy: yes, Darla: yes, Bill: yes, and George: yes. A yes motion carried.
- **Grant/Public Hearing Meetings:** The Grant Committed moved the time of their next meeting to accommodate the Planning Commission’s Public Hearing. As they were both scheduled at the same time.
- **Minutes:** Bill made a motion to approve both the general meeting and the election appointments for November 6, 2018 minutes. Kristy seconded said motion. A yes voice vote carried.
- **Planning Commission Report:** Mary Spraul gave the Board an update on the Zoning Ordinance being numbered incorrectly. The Township Attorney was contacted by Laura to find out how to correct it. Steps are being taken to do the correct numbering. The Planning Commission is working with “Building Place” to make changes need to the current zoning ordinance. Mary informed the Board an **appointment by name** for our Zoning Administrator/designee needs to be done. We can’t just say “The Zoning Administrator or designee” within the Zoning Ordinance. This will need to be done by a Resolution at an upcoming Board meeting.
- **Cemetery Ordinance:** The Cemetery Ordinance was updated and assigned a number. The Board approved said ordinance by a Voice vote of yes.

- **Non-refundable Deposit:** Heidi presented information at the last Board meeting stating a renter didn't clean up and left the hall in unsatisfactory condition. It was also witnessed by Laura. George made a motion to retain the deposit of \$50.00. Bill seconded the motion. It is kept in the General Fund. Roll call was taken: Kristy: yes, George: yes, Bill: yes, Darla: yes, and Laura: yes. A yes motion carried. Laura will send the renter a letter informing they will not be getting the deposit money back.
- **Vacuum:** Laura presented information on the vacuum used for the Office area. It is time to replace said vacuum. Bill made a motion to approve said purchase up to \$300.00. Kristy seconded said motion. Roll call was taken: Darla: yes, Kristy: yes, Bill: yes, George: yes, and Laura: yes. A yes motion carried. Laura will purchase said vacuum.
- **Roads/Private Roads:** The topic was tabled until a future meeting.
- **Update of the State Chart of Accounts:** Laura informed the Board the State is updating their Chart of Accounts, so all government entities are using the same general ledger numbers. We covered said topic, Laura asked all Board members to give her their findings on any "supplies" both 726 and 727. Laura will work with both BS & A and the township CPA to make the updates needed.
- **Adjournment:** As no other business was presented, Laura made a motion to adjourn. Bill seconded said motion. Voice vote of yes carried. Meeting was adjourned at 8:20 pm.

Respectfully submitted,

Laura Dawson
Lee Township Clerk

Lee Township Clerk

Lee Township Supervisor