

CENTER TOWNSHIP BOARD MEETING MINUTES

05/01/2020

Called to order at 12:02 pm in the Conference Room at the Center Township Trustee's Office.

Present:

Jada Ray
Zack Light
Alicia Albertson
Jami Pratt
Don Stock

Fire Truck Changes:

- Jami Pratt brought forth documentation that showed changes to the previous fire truck specifications that were previously agreed upon in a prior meeting. While in Wisconsin in March with the Deputy Fire Chief there were some changes that needed made. These changes totaled to equal \$13,971.70.
- Kevin Evans previously set aside \$70,000 in the 2020 budget to pay for the lease payment and it is not needed this year. So the money in the Fire Cum line item will be used to pay for the changes made so it does not change our loan terms or amount. Zack Light motioned to approve the changes and pay the amount invoiced in or around October, Don Stock seconds. Motion unanimously approved, 3-0.

Sleep in Heavenly Peace:

- Jami Pratt notified the board that SHP was unable to invoice us for the beds that were agreed upon in a previous meeting because that would look like they are selling them, and they are not.. She stated that the chapter was also unable to provide specific information on where the beds were going. They could only provide a receipt to the office stating how many and an approximate address of the child who received the bed.
- She asked the Board to approve this so we can change the prior agreement and still help the children in need. Alicia Albertson said we can change the agreement to match the new terms. The new contract will be retroactive back to January 1, 2020 and the new changes will be made. Jada Ray motioned to approve the changes and make it retroactive. Zack Light seconds. Motion approved unanimously, 3-0.

Approval Board Minutes:

- Jami Pratt presented the minutes from the last meeting which was on 03/02/2020. Zack Light motioned to approve, Jada Ray second. Motion approved unanimously 3-0.

Pay Increase for Reception Position:

- Jami Pratt asked the Board to consider a pay increase from the current \$9/hr for the Front Desk Receptionist position. She is wanting to expand on what the job duties will entail. She presented a spreadsheet with numbers on how much will be transferred for \$10.50/hr, \$11.50/hr, and \$12.50/hr. Zack Light motioned to approve a pay increase to \$12.50/hr and amend the salary ordinance to reflect this and also transfer the needed \$1,522,50 into the line item from the salary of First Deputy which has not been utilized since Jami took over as Trustee. Jada Ray second. Motion approved unanimously, 3-0.

Tax Penalties:

- Jami Pratt wanted to notify the board that we are still receiving tax penalties from 2016. So far in 2020 we have paid out \$2,414.69. We are hoping that it is the last of them Jami let them know if we receive anymore she is calling the IRS to get another total.

Letter to Kevin Evans:

- Jami Pratt stated that former Trustee Kevin Evans has yet to turn in his Center Township laptop and other property. He has been aware of this since his resignation date of February 15, 2020. She stated that Alicia Albertson was going to send him a letter requesting the return of the property and give him 30 days to turn it in.

Office Update Regarding COVID-19/Resolution:

- Jami Pratt let the Board know that she has the Investigator Kate Greeno working from home because her husband works at Frito Lay and has been in direct contact with someone who has tested positive with the virus. Kate has been checking in every day when she starts and finishes her shift, she is also in contact throughout the day. Because of the virus Alicia Albertson also stated that she recommends we implement a succession plan by Resolution. She presented a Resolution. Zack Light motions to approve the Resolution, Don Stock seconds. Motion approved unanimously, 3-0.

Audit Update:

- Jami Pratt stated that the Audit has gone smooth so far. She has presented the Auditor with everything she has requested from 2016-2019. She is just waiting for the Audit Report.

Cemetery Mowing/Letter:

- Jami Pratt presented the board with a mowing bid from Chris Hunter. She stated that he is the only one who had submitted a bid. She also went back to last year's bids and they were all higher than Chris'. Jada Ray motioned to approve Chris Hunter's bid, Don Stock seconds. Motion approved unanimously, 3-0.
- Jami Pratt also stated she had to send a letter to an adjoining land owner at the Old South Cemetery because a tree had fallen on top of the headstones and it had not been removed for several months. This was the same tree that former Trustee Kevin Evans addressed last year with the same homeowner. We are hopeful they are willing to cooperate as they did last year. If not, Alicia Albertson will be sending a letter.

Next board meeting is set for 12:00 pm on Monday, June 1, 2020 in the conference room at the Center Township Trustee's Office. Meeting was adjourned at 12:30 pm. Minutes typed by Jami Pratt