

SAUBLE TOWNSHIP BOARD

MEETING MINUTES

JULY 12, 2021

CALL TO ORDER: 7:00 pm

ROLL CALL: Mary Ann Nugent-present, Gail Raad – present, Abbey Sisson-absent, Tracy Baker-present, Monica Blankenship-absent.

Agenda Revisions: Add Zoning Board of Appeals – Term Limits. Moved by Raad with second by Baker to add the above revision.

MINUTES: Moved by Nugent to approve June 14, 2021, minutes, second by Baker. All in favor. Motion carried. Moved by Nugent to approve June 19, 2021, special meeting minutes, second by Baker. All in favor. Motion carried.

Board Reports:

Supervisor:

- Greg Barnett is assessor for Sauble Township effective July 1, 2021
- Fireworks on township property (ball field) 7/3/2021 Stuffed trash barrel with fireworks causing a grass fire.
 - Fireworks also on 7/4/21; however, Nugent came & people were told they could not use township property for fireworks. Nugent called 911 & 2 sheriff cars were dispatched.
 - No fireworks are allowed on township property due to liability.
 - Lily Hansenback is no longer Sauble Township's cleaning person. Request to Sisson to return hall key.

Clerk:

- Golden Communication is now Spectrum; however, services will remain unchanged.
- Nugent motion to approve bills & payroll with a second from Baker. All in favor, motion carried.

Treasurer:

- Nugent asked Beth Acker, deputy treasurer, if Sisson contacted her regarding her absence. She had been told Sisson expected to be back, but wasn't positive.
- Board requested Acker to present the treasurer's report. She was not aware she was responsible to present treasurer's report and sign checks if Sisson was absent.
- Raad motion to approve treasurer's report with a second from Baker. Motion carried.

Treasurer Issues:

- Per the May 2021 audit review, audit findings that have not been corrected are to be documented in board meetings.
- Sisson told Acker that she would drop off the laptop or leave it at the NaTahKa store. Sisson accidentally took it with her. Acker cannot process any tax payments without the laptop.
 - Laptops should be locked up in supervisor office if board member goes on vacation.
 - Never be taken to NaTahKa store as this is a security concern.
 - Board member should notify other board members when on vacation. Deputies are to be notified of vacation or meeting absence so they can be present at the board meeting.
- Two deposit receipts dated 6/22/21 were not deposited in June per LOSB June statement. Receipt #3422 in the amount of \$1108.40 & receipt #3424 in the amount of \$7617.46 (this receipt had no backup information). Clerk requests that treasurer supply a copy of the deposit ticket issued

by LOUSB. State Revenue check in the amount of \$5207 & 2 land use permits (\$100 each) given to Sisson on 7/2 & 6/30 respectively, Raad has not yet received receipts.

- SEEJBA check in the amount of \$11,416. CD in the amount of \$11,300 has been purchased on 7/1/21; however, have not seen a deposit for the \$116 as of 7/12/21.
- Monday evening, 7/5/21, Sisson texted Acker to fill her in on upcoming absence Acker present at 10 AM; Sisson came in @ 10:05 AM. Acker never received additional training and Sisson spent most of her time outside. Sisson requested Acker to cover office hours on 7/13.
 - Deputy treasurer should be trained on all aspects of the job.
- Nugent presented the option of paying Kent Communications (KCI) to print, stuff envelopes and mail the tax bills. A majority of the Lake County townships use KCI. Eden & Elk townships use KCI and have found their cost to be lower than processing inhouse.
 - Will address this the next time Sisson is present.

Public Comment: Began at 7:21 pm & ended at 7:31 pm with 3 comments presented.

Gary Nugent, SEE Fire Board: Sauble had 4 medical & 1 fire. May YTD fire runs is 119.

Gary Nugent, SEE Joint Building Authority: Building is on schedule

Don Arquette, County Commissioner: Gave his report.

Lake County Sheriff Department: Rich Martin gave his report.

Lake County Road Commission: Joan Runnels gave her report.

LAND USE ADMINISTRATOR'S REPORT:

- Bill Rodgers issued 2 permits
 - Scott Young property on Mac Rd. People living in the shed. Al Rose & Dave Wright will issue a red tag. Sheriff Martin will go with Rose & Wright as well as Rodgers.

COMMISSION/BOARD REPORTS:

Planning and Zoning:

- Sharp stated that draft of zoning ordinance is 360 pages. Planning will be having special meetings on the 3rd Wednesday of the month. Notices will be posted for special meetings within 18 hours.

Zoning Board of Appeals: Organizational meeting needed to appoint chair, secretary and set date for variance hearing.

Board of Review: Time changed to 10:00 AM on July 20, 2021

Unfinished Business:

- **BBLB Lakes SAD 2nd hearing date will be Saturday, August 28, 2021, at 9 A.M.**
 - Board members need to attend
 - 1st hearing date on Saturday, July 17 began late as only Nugent & Raad were present. Ba had overslept but arrived, so a quorum was reached. Blankenship & Sisson never responded to text or phone calls.
- **Ball field bleachers:** Volunteers will begin replacing the boards on Wednesday, 7/14/21.
- **Outside water Hydrant:** Peterson Well drilling will install on Friday, 7/16/21.

- **Basketball Court Backboards & Line Painting:** Jim Sharp will see if Faith Fellowship still has its striper.
- **Playground Equipment:** Baker made a motion to purchase 2 spring riders (Harry Hopper & Poly Pony) from Willy Goat at a cost of \$1321.63. Second by Nugent. Roll call vote: Nugent, yes; Raad, yes; Baker, yes. Motion carried.

New Business:

- **Budget** – transfer \$3202 from payroll expense (1261705) to account 1101705 (Board FICA) \$192.00, account 1171705 (Supv FICA) \$670, account 1257704 (Assessor FICA) \$10.00, account 1215705 (Clerk/Deputy Clerk FICA) \$980, account 1253705 (Treasurer/Dep. Treasurer FICA) \$1000, account 1702705 (Land Use Admin FICA) \$350.
- **Elected Officials** – Important to attend monthly board meetings, special meetings, public hearings, etc. so a quorum is present. Board members should communicate if they will be absent.
- **Trustee Resignation:** Monica Blankenship resigned as of July 12, 2021.
- **Trustee Vacancy:** Motion by Nugent to appoint Beth Acker as trustee effective July 13, 2021, with a second by Baker. Roll call vote: Nugent, yes; Raad, yes; Baker, yes. Motion carried.
 - Acker will submit letter of resignation as deputy treasurer effective July 13, 2021.
- **Planning Commission:** Motion by Nugent to appoint Beth Acker as a member of the Planning Commission effective July 13, 2021, with a second by Raad. Roll call vote: Nugent, yes; Raad, yes; Baker, yes. Motion carried.
 - Second letter regarding the Master Plan to be mailed by July 15, 2021.
- **Ethics/Code of Conduct Resolution:** Descriptions for both were distributed to board members and a resolution will be drafted at the August 9, 2021, board meeting.
- **Election Commission:** Election workers were appointed for the August 3, 2021, election.
- **American Rescue Plan Act/Coronavirus Local Fiscal Recovery Fund (ARPA/CLFRF):** Paperwork to be submitted by 7/27/21 to receive the funds.
- **Trunk-N-Treat:** October 30, 2021, from 5 pm to 7 pm. Volunteers needed.
- **Zoning Board of Appeals Term Limits:** Motion by Raad to appoint Pat Boik until 1/8/23, Jamie Fellingner until 1/8/24 with a second by Baker. Roll call vote: Nugent, yes; Raad, yes; Baker, yes. Motion carried.
- **Planning Commission Member:** Motion by Raad to appoint Beth Acker, as Secretary (*ex officio) member until 11/19/24 with a second by Baker. Roll call vote: Nugent, yes; Raad, yes; Baker, yes. Motion carried.

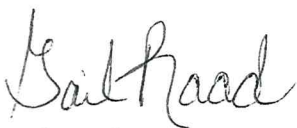
Public Comment: None

Board Privilege: Baker thanked the volunteers who are keeping the community garden in great shape.

Adjournment: Baker motion to adjourn at 8:44 P.M. with second from Raad.

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Respectfully submitted,



Jai Raad
Sauble Township Clerk