

SAUBLE TOWNSHIP BOARD

MEETING MINUTES

OCTOBER 11, 2021

CALL TO ORDER: 7:00 pm

ROLL CALL: Mary Ann Nugent-present, Gail Raad – present, Abbey Sisson-no response, Tracy Baker-present, Beth Acker - present

Agenda Revisions: Nugent motion that there are no revisions with a second from Raad. All in favor. Motion carried.

MINUTES: Moved by Baker to approve September 13, 2021, minutes, second by Acker. All in favor. Motion carried.

Board Reports:

Supervisor: Announcements/Information/Reminders

- Township Hall Fall Spruce-up – Thank you to Gail Raad, Linda & Tom Snow, JoAnn Rogers, Beth Acker, & Gary Nugent! Thank you, Mary Ann, for providing lunch.
- School Open House, 9/25 – light attendance, but had a few people come in the following week
- Basketball Backboard – installed by Gary Nugent & Mark Wetzel – thank you!
- LCRC – Matching Funds – Road Projects – ride with Shaun McDougal, LCRC Supervisor, on 10/12, 1:00 PM, to look at priorities for road projects
- LCRC – Brining Meeting, 10/26, 6 PM
- Trunk-N-Treat- not sponsored by Township, but people may park along fence at ball field and do it on their own.

Clark:

- Baldwin School board is meeting to determine if a May 2022 millage election for new JR/SR school will be scheduled
- Acker motion to approve bills & payroll with a second from Baker. All in favor. Motion carried.

Treasurer:

- Nugent motion to approve treasurer's report as presented with a second from Baker. All in favor. Motion carried.

Trustees:

- No comments

Public Comment: Woolever stated roll call not completed as Sisson not present at the time. Raad requested Sisson to respond as present. Woolever stated prior 2 months receipts were not given. Questioned uncategorized income. Raad responded that township accountant, Ryan Howell, set up the account number for Raad to reconcile monthly bank statement. Woolever asked for a forensic audit, Nugent responded next step would be the State police.

Dignitary Reports:

Casey Guthrie, Lake County Equalization:

- Guthrie stated he cannot be Lake County designated assessor. He recommends Lyndsey Shembarger (Level 3 assessor) as Lake County designated assessor
 - \$200 annual retainer fee will be paid by Lake County
- AMAR Review
 - If township fails, township assessor has one year to correct. If fails again, then designated assessor corrects AMAR issues

- Agricultural exemption – same as a PRE (principal residence exemption)
- Raad motion to hire Lyndsey Shembarger as Sauble Township's Designated Assessor with a second from Baker. Roll call vote: Nugent, yes; Raad, yes; Sisson, yes; Acker, yes; Baker, yes. All in favor. Motion carried.
- Nugent signed Lake County Interlocal Agreement for County Designated Assessor. Copy made for township files with original given to Casey Guthrie,
- Copy of October meeting minutes will be sent to Casey Guthrie.

Gary Nugent, SEE Fire Board: Sauble had three medical & 0 fire. YTD fire runs is 202

Gary Nugent, SEE Joint Building Authority: Waiting on trusses for apparatus portion of building. Currently working on the office

Don Arquette, County Commissioner: Deadline for County Apportionment work is November 15, 2021, for final county maps

Lake County Sheriff Department: None

Lake County Road Commission: None

LAND USE ADMINISTRATOR'S REPORT:

- Bill Rodgers issued two permits
 - Scott Young property on Mac Rd. A red tag was issued; however, no response. Rodgers will call Terry Felty of the Lake Co. Health Department for update. Next step will be to issue a civil infraction

COMMISSION/BOARD REPORTS:

Planning and Zoning:

- **Jim Sharp stated moving forward on reviewing ordinances.**
 - Kurt Schindler was not present at the October 5, 2021, meeting
 - Master Plan Hearing is on October 20, 2021, at 6 PM
 - Motion by Nugent to appoint Tom Snow as Planning Commission alternate member with a second by Baker. Roll call vote: Nugent, yes; Raad, yes; Sisson, yes; Acker, yes; Baker, yes. All in favor. Motion carried.
- **Zoning Board of Appeals**
 - Powles variance was approved as it fits into new master plan guidelines. Copy of Powles approval letter needed in the Planning book
- **Board of Review**
 - Nugent will confirm with Greg Barnett date and time for December 2021 meeting

Unfinished Business:

- **Sauble Township Code of Ethics Resolution # 12-2021**
 - Email sent on 9/28/21 for feedback, Raad & Acker responded
 - Motion by Nugent to approve Resolution 12-2021 with a second by Baker. Roll call vote: Nugent, yes; Raad, yes; Sisson, yes; Acker, yes; Baker, yes. Motion carried.
- **Tax Bill mailings –Abbey Sisson to present KCI vs. Twp Cost Analysis (as requested since July)**
 - Sisson is waiting on quote, gave KCI information on newsletter (white paper, black ink)
 - Sisson will email board members when KCI responds with cost
 - Sisson motion to hire KCI to prepare Sauble Township tax mailings beginning with the 2021 winter taxes, second by Baker. Roll call vote: Nugent, yes; Raad, yes; Sisson, yes; Acker, yes; Baker, yes. Motion carried.
- **Treasurer Concerns**

- **Communication when gone?**
 - Assumed in KY, no response from Sisson. Adopted Resolution 12-2021 at today's meeting
- **Official Receipt Book ordered? Reported out of the official receipt books on 7/6/21**
 - FIDLAR has a 6-book minimum at \$28/book Need 3 copy receipt book
 - Sisson does not know how many receipts per book
 - Raad stated there are other companies out there
- **Timely receipts provided to clerk for reconciliation?**
 - Elk Township check given to Sisson on 9/25/21
 - Sisson went to County on 10/11/21 to settle; however, office closed due to Columbus Day so could not make a deposit
 - Why the delay as it is now 10/11/21
- **Playground Account – March statement?**
 - Still not in Playground account book
- **Signature still needed on BBLB Lakes SAD, only signed one copy – 4 email reminders since 9/16/21** *Found signed copy on supervisor's desk 10/6/21*
- **Signature Cards from LOSB?** *Found on clerk's desk 10/6/2, dated 8/3/2?*
 - Raad and Snow signed on 10/6/21
 - Sisson and Hasenbank signed in October but did not date cards
 - Hasenbank cannot make deposits, sign checks etc. until cards are returned to LOSB
 - Raad will contact Brandy Myers regarding 8/3/21 date
 - Sisson still collecting taxes until last day in February
- **Response to Baker-Tilly? - Annual Continuing Disclosure Report (email forwarded 9/23/21)**
 - Sisson to provide Baker-Tilly the 10 highest tax owners for 2021
 - Holding up bond disclosures by not reporting the information
- **Letter dated 9/13/21, regarding Variance Hearing on 9/28?** *Found on supervisor's desk in folder from Abbey on 9/30.*
 - Sisson stated in her mailbox
 - Two-week delay after Sisson opened

New Business:

- **Snowplowing Contract – Matt Riggs**
 - No change in price, \$45 for 2”.
 - Nugent & Raad pleased with his service
 - Nugent will contact Riggs to sign the contract

Public Comment: Woolever stated there is evidence of misappropriation and requests a criminal investigation. Nugent responded township is not there yet. Both the township attorney and MTA attorney recommended a demand letter and censure of treasurer which township has done. Third step is a criminal investigation by State Police which is not necessary at this time; however, it will be done if situation warrants. Woolever inquired if the public can make comments at township audit. Board discusses issues/concerns at board meeting following the audit. Board will continue to address issues/concerns monthly.

Board Privilege: Raad thanked Nugent for her support, presence and concerns regarding township business. Acker agreed with Raad. Baker thanked all the volunteers for their efforts and Nugent also thanked everyone.

Adjournment: Raad motion to adjourn at 8:13 P.M. with second from Acker.

Respectfully submitted,



Gail Raad

Sauble Township Clerk