

**SAUBLE TOWNSHIP BOARD
SPECIAL MEETING MINUTES
November 15, 2021
LOCATION: SAUBLE TOWNSHIP HALL**

CALL TO ORDER: 8:06 A.M.

ROLL CALL: Present: Mary Ann Nugent, Gail Raad, Beth Acker, Tracy Baker Absent: Abbey Sisson

AGENDA: Acker motion to approve the agenda as presented with a second from Baker. All in favor. Motion carried.

PUBLIC COMMENT: None

DISCUSSION CONCERNING TREASURER'S DUTIES:

- **Ongoing issues prior to current board.**
 - Failure to attend meetings
 - No communication from treasurer of her absences
 - Absences causing checks not to be signed
 - No response to emails
- **Township has legal obligation**
 - Citizens demanding action
 - Not available to answer all residents' questions
 - 1st demand letter mailed on August 23, 2021, to Irons & KY address
 - Resolution 11-2021 Censuring Abbey Sisson for Willful Neglect of Duty
 - Requested her immediate resignation
- **Meeting minutes have addressed ongoing issues with the treasurer**
- **Documentation will continue**
 - Shows what other public officials are dealing with
 - Provides means to adopt resolutions and resolutions serve as documentation
 - FOIA – residents can request documentation and resolutions
- **Recall**
 - Citizens are interested in a recall
 - Township board cannot initiate or circulate petition as an appearance of impropriety
 - Township board spouses also advised not to circulate petition
 - Township board & spouses can sign petition

RESOLUTION 16-2021:

- **Resolution censuring township treasurer for continuous and willful neglect of duty**
 - States the reasons why treasurer is neglecting her duties
 - States deputy treasurer refuses to carry out treasurer's duties in her absence
 - States treasurer's failure to take any corrective action to address deputy treasurer's refusal to perform treasurer's duties in her absence
- **Deputy treasurer not available to sign checks**
 - Phone call was placed to deputy treasurer after November 8, 2021 meeting

- Hung up
- Went to voicemail when phone number was redialed
- No email address for deputy treasurer
- Township has a legal obligation to pay its vendors and account for and transmit to other taxing jurisdictions tax monies paid to the Township
- Township board requests that Abbey Sisson immediately resign from her position as township treasurer or, in the alternative, immediately fully perform her duties in accordance with the law.

Resolution 17-2021:

- **Resolution requesting return of township equipment and records from treasurer necessary to fulfill township's legal obligations; and to authorize the clerk and deputy clerk to carry out financial transactions in absence of treasurer and deputy treasurer in order to fulfill township's legal obligations**
 - Resolution will protect the township from getting sued by residents and vendors
 - Checks have not been cashed since October 11, 2021, nor have deposits been made to the township's tax and general accounts

Notification to treasurer, Abbey Sisson:

- Demand letter will be mailed to Abbey Sisson on November 16, 2021
- Letter will request township property be returned and all passwords given to township board for access to treasurer's files
 - If passwords and or information on laptop are deleted, then treasurer is liable for all costs and the treasurer's actions will be considered embezzlement.
- If township property is not returned, Sheriff's office will be contacted to retrieve property from treasurer's residence

ADJOURNMENT: Motion to adjourn by Mary Ann Nugent. Second by Beth Acker. Motion carried. 9:24 A.M.

Respectfully Submitted,



Gail Raad, Sauble Township Clerk