

NOTICE OF Greenwood Township Supervisors Board

Special Meeting Minutes

Called by Chair Roskoski and Supervisor Gilbert

DATE: August 21, 2024 - 6:30 PM

Purpose: To cover as follows:

1. **Motion** by Skubic/Bassing to approve minutes from July 9, 2024, meeting with change under Public Comments, Lee Peterson- "County Road 77" to be "County Road 115.

Vote 5/0 Carried

2. **Motion** by Bassing/Stoehr -to approve Treasurer's Report.

Fund Balances ending July 31, 2024:

Checking Account - \$225,881.45

Building/Capital – \$63,054.44

Broadband - \$51,019.07

Trail Fund - \$21,026.65

Road Fund - \$34,497.47

Jumbo CD - \$256,719.65

All accounts Total - \$652,198.73

Vote – Roskoski-Y, Skubic-N, Bassing-Y, Gilbert-N, Stoehr-Y, 3/2 Carry

- a. Discussion, define cash sweep accounts held with LPL financial
Intention, to move sweep account funds from LPL accounts to Frandsen accounts
Move \$5562.34 from LPL Jumbo CD to Frandsen General Fund (checking) 9840
Move \$637.88 from LPL Building/capitol CD to Frandsen building/capital account 2750
Move \$830.19 from LPL Broadband CD to Frandsen broadband account 2050
Move \$529.60 from LPL Trail CD to Frandsen trail account 6750

Motion by Stoehr/Bassing to move funds after verifying dollar amounts are correct.

Vote – Roskoski-Y, Skubic-N, Bassing-Y, Gilbert-N, Stoehr-Y, 3/2 Carry

Motion by Skubic/Gilbert to approve Claims. **Vote - 5/0 Carry**

3. **Motion** by Gilbert/Skubic to approve Payroll. Supervisor Bassing said the payroll had been sent out and Clerk should not have done that without approval. Clerk Spicer said it is Law that wages be paid and penalty of wage theft charges and fines if not paid on

time. Bassing said the Clerk had no authority to do it without approval. Spicer said she would not break the law.

Vote – Roskoski-Y, Skubic-Y, Bassing-N, Gilbert-Y, Stoehr-N, **3/2 Carry**

4. PERA issue. Clerk Spicer states since she is now doing payroll, she has discovered the PERA payments deducted from payroll had not been paid to PERA since March 2022, with the last payment made by then Treasurer Belinda Fazio. An amount exceeding \$5,000, plus interest and possible penalty fees, is now owed to PERA for employee retirement plan. Treasurer Maus said he thought ADP took care of that.
5. Update on request to Treasurer to provide access to Clerk for all financial information. Clerk Spicer states she has been receiving requested items in pieces but has most of it. Clerk Spicer said she still has not located W4's, I9's and Background checks for personnel - old or new. She stated those forms were kept in the Clerk office when she was Clerk previously, but none of them are there and she has been unable to locate them.
6. Pam Rodgers, Consultant, to provide update on account reconciliation process. Pam explained how to read Schedule 1 report and how entering data, especially investments had not been done correctly. She has completed getting the Clerk CTAS accounting for 2024 corrected and up to date. Entering investments is a multi-step process and moving forward she will tutor Clerk Spicer in the proper way to enter these so the books will match all bank and investment statements. She also told Treasurer Maus she is available to help him get his CTAS on track as well if he so chooses.
7. Representative from Lake Vermilion Pickleball Association to provide an update on Pickleball construction project.
Karen Saarela updated Pickleball court construction stating the paving had been completed and fencing begun. Net posts and painting will be done within the next month – weather permitting. Requests the contract amount to be paid. She was assured it would be paid with September claims.
8. Quotes for cleaning service. Clerk Spicer states there was only one quote submitted by Jerry Sawyer for \$30 per hour. Bassing asked why we would pay the cleaner more than Deputy Treasurer/Clerk and Spicer stated that was what we paid the last cleaner. Roskoski said it was less than the rate others in the area charged and mentioned Sawyers experience.
Motion by Skubic/Gilbert to accept proposed bid from Jerry Sawyer. **Vote** – **5/0 Carried**
9. Internal Control Policy - Clerk Spicer requested the Board review highlighted areas indicating changes she felt it was more accurate and truer to the flow of Clerk/Treasurer procedures.
Motion by Skubic/Gilbert to accept changes to amend Internal Control Policy.

Vote – Roskoski-Y, Skubic-Y, Bassing-N, Gilbert-Y, Stoehr-N, 3/2 Carry

10. Medical Equipment and Supply Donations - Clerk Spicer said the Board in power when she previously held office, had ended collecting and loaning out medical equipment due to potential liability issues. She stated the equipment, and supplies, had accumulated again since she had formerly been in office and would like to know if this was something we want to address. She also mentioned it was unsanitary as no disinfecting between users was being done and some of the supplies, such as adult diapers, were open and didn't feel it the Township take that responsibility. Bassing said it's never been a problem, and we should keep it "status quo" and tell the people to sanitize it themselves. Spicer asked if that means if something breaks that's too bad. I don't think we can legally do that. Bassing answered That Clerk is not a lawyer and neither is he. Skubic said it might be a good idea to look into eventually getting rid of it as times change and if some piece of equipment fails it could turn into a lawsuit.

Motion by Bassing/Skubic to keep medical equipment policy as is. **Vote – 5/0 Carried**


11. Licensing landing pad – Maus said MDOT looked over area and did measurements and will report if safe, Roskoski asked if it has ever been licensed and Maus said no, it was overlooked as far as he knows. He suggested Fortune Bay may have better area for landing pad. Will wait for report to come back to see if changes are needed.
12. Incident Reports – Spicer states she is getting all of the reports, rather than just a copy of the front. Maus said he will make copies of front of run reports for Clerk going forward.
13. Brassmaster - Gilbert states tests need to be made of water before Brassmaster and one after to determine if it is even working, before we change the Brassmaster medium.
- a. Quote from Froe Bros of \$2,020.53 with no guarantee if it will make a difference Roskoski asked Stoehr and Maus if they would be willing to meet with Gilbert to give them any information/insight they have. They agreed. Gilbert will take the two water tests and bring them to Virginia RMB.

Gilbert would like the Board to consider changing the September meeting.

Motion by Gilbert to reschedule the September regular meeting to Thursday, September 12, 2024 at 6:30. **Vote – 5/0 Carried**

MOTION TO ADJOURN by Bassing/Stoehr **Vote – 5/0 Carried**

Next Scheduled Meeting – DATE: September 12, 2024 TIME 6:30 PM

Chair  Clerk 