

**MINUTES OF THE ELM RIVER TOWNSHIP BOARD MEETING  
DECEMBER 19, 2011**

The regular Elm River Township monthly meeting was called to order at 7:00 p.m. by Clerk Sibilsky. Members present were John Kelly, Cheryl Reynolds, Jim Saur, and Bob Sibilsky. Supervisor Shawn Hagan was delayed and arrived at approximately 7:20 p.m.

**MINUTES OF NOVEMBER 10, 2011 MEETING:** The minutes of the November 10, 2011 related to the Inclement Weather Policy/Assessor selection were read and approved. Motion: Kelly/Saur, all voted aye.

**MINUTES OF NOVEMBER 22, 2011 MEETING:** The minutes of the November 22, 2011 were read and approved. Motion: Saur/ Kelly, all voted aye.

**TREASURER'S REPORT:** The Treasurer's report was given by Treasurer Reynolds. Checks were written for \$10,947.02. The bank report will be presented next month because of issues with the computer software. Banking issues related to deposits and investments to be reviewed by Treasurer Reynolds and Trustee Kelly . The report was approved. Motion: Saur/Kelly, all voted aye.

**CORRESPONDENCE:**

**DEQ:** Permits were issued to UP Power and Thomas Kelley for excavation work at Wyandotte Hills Golf Course and on Clear Creek in section 10 NW ¼.

**DIVIDEND:** Letter and check ( \$23.48) from Accident Fund for workers compensation insurance dividend.

**USDA Audit:** Review and acceptance in accordance with the USDA Rural Development Instructions. Other audit concerns were being addressed.

**OLD BUSINESS:**

**FURNACE /CHIMNEY LEAK/ SNOW REMOVAL CONTRACT:** The furnace was replaced last month by ALK Contracting due to combustion chamber leakage. The chimney leak repair was requested but hadn't been done as yet. The snowplowing contract bid was checked by the clerk for conformance to the contract terms. All items were in order. Routine daily inspection is done when possible.

**INCLEMENT WEATHER POLICY:** The board adopted the suggested inclement weather policy proposed by Trustee Saur which says that the township board will operate on the

same basis as the high school policy. If schools are closed because of weather conditions then the township meetings will not meet that same day.

Motion: Saur/Hagan, all voted aye.

**ASSESSOR CONTRACT:** Shawn Hagan executed the assessor contract with Tom Noviscone. Motion to approve contract: Sibilsky/Saur, all voted aye.

#### **NEW BUSINESS:**

**SCHEDULE FOR 2012 MEETINGS:** Supervisor Hagan to develop for future meeting.

**TREASURER POSITION:** Cheryl Reynolds had submitted a resignation letter which she rescinded. A motion NOT to accept her resignation was made by Hagan/Saur, all voted aye.

**SECURITY OF OFFICE DOOR:** There was evidence that the interior office door had been broken and needed repair or replacement. Clerk Sibilsky was asked to check on a solution with a contractor or locksmith.

**PROCESSING TOWNSHIP TAX BILLS:** It was recommended that the tax bills be processed at the County. Motion: Saur/Sibilsky, all voted aye. This motion was recommended by the new assessor and supported by Treasurer Reynolds and Trustee Kelly.

**PLANNING COMMISSION:** No action

#### **CITIZEN COMMENT'S**

Rick Gemignani asked about the Supervisor Platt or Surveyor Platt.

John Reynolds said we still needed a contractor to repair holes in the Fire Department portion of the garage as animals ie, squirrels etc. were getting into the building and nesting in fire equipment.

Joe Siller wanted the township to hire a local attorney when required.

Mike Sabo questioned use of budget line items vs department budgeting.

Shawn Hagan is to address the hours for the ice rink and scheduling supervision.

#### **BOARD MEMBER COMMENTS:**

Jim Saur requested a Budget update for next meeting.

John Kelly requested that job descriptions for the Treasurer and the Clerk be reviewed and formal adoption be made at next meeting.

Cheryl Reynolds requested Computer Mechanix to review office computer functions and need for upgrade.

**PAYMENT OF BILLS:** Motion to pay bills \$10,947.02: Sibilsky/Saur, all voted aye.

**NEXT MEETING:** January 18, 2012.

**ADJOURN:** Motion Kelly/Saur, all voted aye.

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Robert L. Sibilsky, Clerk Shawn Hagan, Supervisor