

RUTLAND TOWNSHIP BOARD MEETING

January 8, 2019

The Rutland Township Board held its regular monthly meeting in the Town Hall. The meeting was called to order at 7:00 pm by Supervisor Sanders. The Pledge of Allegiance was recited by Janet Siers. Roll call showed the following members present: Supervisor Sanders, Clerk Rendl, Trustees Hoffman, Keegan, Eaton and Siers. Assessor Fritz and Highway Commissioner Schultz did not attend the meeting.

AGENDA

Motion to approve the January 8, 2019 agenda made by Trustee Siers, second by Trustee Eaton.

Vote: Voice vote. All Ayes.

Motion carried. 2019-01-01.

MINUTES

Motion to approve the December 11, 2018 minutes as written made by Trustee Hoffman, second by Trustee Eaton.

Vote: Roll call vote.

Hoffman	yes	Eaton	yes
Keegan	yes	Siers	yes
Sanders	yes		

Motion carried. 2019-01-02.

PUBLIC COMMENTS

None.

SUPERVISOR'S ANNOUNCEMENTS

Supervisor Sanders reminded the Trustees about the Economic Interest Statement filing and that the Assessor's budget is required to be in by January 30th; also, the W-2's and 1099's have been sent and should be received by January 31st.

APPROVAL OF FINANCIAL REPORTS***TOWNSHIP FINANCIAL REPORTS***

Motion made by Trustee Eaton, second by Trustee Keegan, to approve the financial reports for the Township for the 8 months ending November 30, 2018 as presented.

Vote: Roll call vote.

Eaton	yes	Keegan	yes
-------	-----	--------	-----

Sanders yes Hoffman yes
 Siers yes

Motion carried. 2019-01-03.

ROAD DISTRICT FINANCIAL REPORTS

Motion to approve the Road District financial reports for the 8 months ending November 30, 2018 as presented, made by Trustee Hoffman, second by Supervisor Sanders.

Vote: Roll call vote.

Hoffman yes Sanders yes
 Siers yes Eaton yes
 Keegan yes

Motion carried. 2019-01-04.

PRESENTATION OF FINANCIAL REPORTS

Financial reports for the Township and Road District for the 9 months ending December 31, 2018 were included in the Trustee materials for review.

Trustee Siers questioned line item #62222 (Assessor's budget) ***Software & License*** budgeted expense of \$8,000, and actual paid expenses total of \$13,095. Discussion took place regarding money spent in excess of the aforementioned line item budgeted amount without prior approval. Supervisor Sanders gave explanation of previous Board procedures for overspending and transfer appropriation. Additional discussion. Supervisor Sanders asked the Board if they would like to consider changing the procedure of transfer appropriation to a monthly action. Discussion.

Trustee Keegan asked if the balance of monies that existed in the previous Assessor's budget (\$65,000 +/-) was available or had been spent by Assessor Fritz in addition to the money in his budget. Yes. Additional discussion took place.

Discussion took place regarding the current Road District budget for the FYE 3/31/19.

REVIEW OF DECEMBER BILLS

TOWNSHIP

Supervisor Sanders presented the Township bills for the month of December. Motion made by Trustee Eaton, second by Trustee Siers, to pay the Township bills for the month of December as presented **in the total amount of \$19,812.69**. Trustee Keegan questioned an expense in the amount of \$566.33 for additional monitors purchased by the Assessor's office – line item 62401. Explanation given by Supervisor Sanders.

Vote: Roll call vote.

Eaton yes Siers yes

Hoffman yes Keegan yes
 Sanders yes

Motion carried. 2019-01-05.

ROAD DISTRICT

Supervisor Sanders presented the Road District bills for the month of December. Brief discussion. Motion to approve the Road District bills as presented, **in the total amount of \$18,344.30** for the month of December made by Trustee Eaton, second by Trustee Hoffman.

Vote: Roll call vote.

Eaton yes Hoffman yes
 Siers yes Keegan yes
 Sanders yes

Motion carried. 2019-01-06.

OLD BUSINESS

TOWNSHIP ATTORNEY'S LEGAL INTERPRETATION re: dog on premises – Assessor's office.

Supervisor Sanders reviewed the letter of interpretation from the township attorney and the response from TOIRMA regarding the dog-on-premise matter. Discussion took place regarding Board responsibility and involvement going forward after consulting with and receiving interpretation and response from both legal and insurance providers.

A decision was made for the Board to draft a letter to present to the Assessor.

Supervisor Sanders stated that, as Supervisor, it is her responsibility to draft the letter.

The letter will be signed at next month's meeting and then presented to the Assessor.

Trustee Siers recommended that personal insurance coverage should be assumed by the dog owner and evidence of same be presented to the Board, confirming that liability coverage for the dog is afforded to the township.

Motion that a letter indicating the Board's position and recommendations regarding the dog-on-premise matter be drafted and presented to the Assessor, made by Trustee Eaton, second by Trustee Siers.

Vote: Roll call vote.

Eaton yes Siers yes
 Hoffman yes Sanders yes
 Keegan yes

Motion carried. 2019-01-07.

Discussion took place regarding the legal interpretation given by the township attorney on disposition of equipment by the Assessor's office. Additional discussion took place regarding the lack of documentation provided by the Assessor's office for same.

NEW BUSINESS

Roofing repair/replacement

Supervisor Sanders reviewed the bid process for the roofing repair/replacement on the Township buildings. Clerk Rendl will proceed with the bid process after specifications are compiled. Discussion took place regarding specification compilation.

REPORTS BY OFFICIALS

CLERK

Clerk Rendl updated the Board regarding filing of the Township and Road District levies and Truth in Taxation Compliance with the County – all have been filed prior to the deadline. She also requested verification of all personal email addresses to provide same to the County before February 1st for filing Economic Interest statements.

TRUSTEES

Trustee Eaton discussed correspondence from the Deputy Assessor.

Supervisor Sanders reminded the Board that the Annual Town Meeting agenda must be approved in the February Board meeting. A copy of last year's Town Meeting agenda was provided for the Board for review. Brief discussion.

Adjournment

Motion to adjourn the meeting made by Supervisor Sanders, second by Trustee Eaton. Vote: Voice vote. All Ayes. Motion carried. **2019-01-08.**

Meeting adjourned 8:29 p.m.

DOCUMENT SIGNING

RESPECTFULLY SUBMITTED,

Kathleen J. Rendl

Kathleen J. Rendl, Township Clerk