

RUTLAND TOWNSHIP REGULAR BOARD MEETING

May 10, 2022

Face masks were provided by the Township.

The Rutland Township Board held its Regular monthly Board Meeting in the Town Hall. The meeting was called to order at 7 pm by Township Supervisor Raúl Lemus.

The Pledge of Allegiance was recited.

Roll call indicated the following Board Members present: Supervisor Lemus, Trustees J. Siers, and D. Kenik. Quorum established. Trustees J. Alesi and B. Siers absent. Also in attendance Commissioner Schultz, Assessor Fritz and Clerk Rendl.

Supervisor Lemus asked for any questions or changes to the May 10th Board Meeting Agenda; there being none, **motion** to approve the May 10, 2022 Regular Board Meeting agenda made by Trustee D. Kenik; second by Trustee J. Siers.

Vote: Voice Vote. All Ayes.

J. Alesi absent. B. Siers absent

Motion carried. 2022-05-01.

Motion to approve the April 12, 2022 Regular Board Meeting Minutes made by Trustee J. Siers; second by Trustee D. Kenik.

Vote: Voice Vote. All Ayes.

B. Siers absent J. Alesi absent

Motion carried. 2022-05-02.

SUPERVISOR'S ANNOUNCEMENTS

None.

PUBLIC COMMENT

None. No Township residents in attendance.

REVIEW OF TOWNSHIP APRIL 2022 Profit & Loss Budget vs Actual financial report.

Supervisor Lemus opened the discussion with a request for any questions or concerns regarding this report. Trustee J. Siers asked for clarification on the **line item 61203 Accounting Services**. Clerk Rendl clarified the expense as 4 months of GAPS accounting services expense. **Line item 62222 Software & Licenses** – Assessor's office, \$3,800.00. Assessor Fritz gave the explanation for the expense.

REVIEW OF TOWNSHIP APRIL 2022 EMPLOYEE EARNINGS SUMMARY

Trustee J. Siers asked if two employees (Riley and Tammy Kavanaugh) work out of the trailer. Assessor Fritz's answer was yes. Grant Fritz's hourly salary was also questioned. Assessor Fritz responded that he (Grant) is salaried at \$35/hour, full time, \$72,800 annually.

REVIEW OF ROAD DISTRICT APRIL 2022 Profit & Loss Budget vs Actual financial report.

Supervisor Lemus asked for questions, concerns regarding this report. No questions or concerns.

REVIEW OF ROAD DISTRICT APRIL 2022 EMPLOYEE EARNINGS SUMMARY

No questions or concerns.

APRIL 2022 BILLS**TOWNSHIP**

Supervisor Lemus asked for any questions on the April Township bills as presented, in the amount of \$38,854.87. Trustee J. Siers questioned the General Assistance claim, explanation given by Clerk Rendl. No other questions. **Motion** to approve payment of the April 2022 Township bills as presented, in the total amount of \$38,854.87 made by Trustee J. Siers; second by Trustee D. Kenik.

Vote: Roll call vote.

J. Siers	yes	D. Kenik	yes
R. Lemus	yes	B. Siers	absent
J. Alesi	absent		

Motion carried. 2022-05-03.

ROAD DISTRICT

Supervisor Lemus asked for questions or concerns regarding the April Road District bills as presented, in the amount of \$27,477.88. **Motion** made by Trustee J. Siers to approve payment of the April 2022 Road District bills as presented, in the total amount of \$27,477.88; second by Trustee D. Kenik.

Vote: Roll call vote.

J. Siers	yes	D. Kenik	yes
R. Lemus	yes	B. Siers	absent
J. Alesi	absent		

Motion carried. 2022-05-04.

OLD BUSINESS**Discussion re: Financial reports to be audited at monthly meetings, quarterly, annually**

Discussion took place regarding which reports should be presented monthly, quarterly & annually to the Board of Trustees. Consensus is that the two reports currently being presented are sufficient for Board information. **Motion made** by Trustee D. Kenik to stipulate the **Profit & Loss Budget vs Actual** and the **Employee Earnings Summary** reports as the reports to be presented monthly to the Board; second by Trustee J. Siers. Vote: Roll call vote.

D. Kenik	yes	J. Siers	yes
R. Lemus	yes	B. Siers	absent
J. Alesi	absent		

Motion carried. 2022-05-05.

NEW BUSINESS

Review of Township, Assessor & Road District Credit Card limits & current practices

Trustee J. Siers stated that at one time there was a charge limit for each entity, not a cumulative limit for the card. She stated that she thought the current cumulative card limit of \$6,000 was excessive - that each entity should have a limit of \$2,000. Discussion took place regarding the ability and process for the Assessor's office to have a separate card – if that is instituted, a separate application would need to be filed with the applicant (Assessor) as a personal application. Not a viable solution. Discussion took place regarding setting charge limit parameters, emergency expenses, board approvals. Trustee Siers suggested that each entity be limited to \$2,000 monthly and all “emergency expenses” be approved prior to being charged. Supervisor Lemus suggested that any “emergency” expenses be paid using the debit card. **Motion** made by Trustee J. Siers that each Township cardholder (Supervisor, Assessor & Clerk) is limited to a total of \$2,000 of monthly charges, any “emergency” expenses are to be paid using the debit card (reflected as a line item expenditure) (provided by the Supervisor) and any charge exceeding the cumulative monthly \$2,000 limit must be approved by the Board prior to the charge being made; this procedure will be reviewed in 4 months; second by Trustee Kenik. Vote: Roll call vote.

J. Siers	yes	D. Kenik	yes
R. Lemus	yes	J. Alesi	absent
B. Siers	absent		

Motion carried. 2022-05-06.

Discussion: General Assistance Intergovernmental Agreement with Elgin Township 2022-2023

Supervisor Lemus presented the 2022-2023 General Assistance IGA with Elgin Township, expressed his appreciation for the work they do for Rutland Township and asked for any questions or concerns. Brief discussion. Motion made by Trustee J. Siers to accept the IGA for the 2022-2023 fiscal year; second by Trustee Kenik. Vote: Roll call vote.

J. Siers	yes	D. Kenik	yes
R. Lemus	yes	J. Alesi	absent
B. Siers	absent		

Motion carried. 2022-05-07.

Presentation by Trustee Kenik re: Air Purifier purchase for the Township

Trustee Kenik presented his perspective and research on air purifiers appropriate and necessary for Township use and the expense involved. Discussion took place. Motion made by Trustee Kenik; second by Trustee J. Siers to purchase the Home Labs Energy Star 1500 sq ft capability air purifier (purchased though Amazon). Vote: Roll call vote

D. Kenik	yes	J. Siers	yes
R. Lemus	yes	J. Alesi	absent
B. Siers	absent		

Motion carried. 2022-05-08.

After additional discussion the Motion was amended (Trustee Kenik misstated his choice of purifier in original motion). Motion was amended to purchase a Westinghouse 1701 Air Purifier instead of the Home Labs purifier. Supervisor Lemus to make the purchase. Amended Motion Vote: Roll call vote.

D. Kenik	yes	J. Siers	yes
R. Lemus	yes	J. Alesi	absent
B. Siers	absent		

Motion carried. 2022-05-09.

No Executive Session called for or convened.

REPORTS BY OFFICIALS

Commissioner Schultz stated that he is continuing to try to work with the County to get the weight limits changed on Freeman & Powers Road consequent to the problems and road destruction being created by Amazon and other commercial entities operating on those roads. Discussion was had regarding contacting our State Representatives for help.

Assessor Fritz updated the Board on the status of the 2022 assessments – there are currently 940 farm parcels entered and there are 5000-6000 homes left, with changes in valuation needing to be made. The current tentative factor is 6.3.

Trustee Jan Siers asked about the new handbooks available from TOI and requested that handbooks be ordered for the Board as well as the “What’s my Job” pamphlets for each Board member.

Discussion then took place regarding the updated current Township officials phone list.

Clerk Rendl thanked all for providing her with the Statement of Economic Interest confirmations requested at last month’s meeting.

Motion to adjourn the meeting made by Trustee J. Siers; second by Trustee D. Kenik.

Vote: Roll call vote.

J. Siers	yes	D. Kenik	yes
R. Lemus	yes	B. Siers	absent
J. Alesi	absent		

Motion carried. 2022-05-10.

Meeting adjourned 7:54 p.m.

RESPECTFULLY SUBMITTED,

Kathleen J. Rendl

Kathleen J. Rendl, Township Clerk