

RUTLAND TOWNSHIP BOARD MEETING

June 8, 2021

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. Roll call showed the following Board Members present: Supervisor Sanders, Trustees Hoffman and Siers; Clerk Rendl, Commissioner Schultz, Assessor Fritz.

As no Township policy has been discussed, voted on, and adopted, mandatory face coverings and physical six-foot social distancing were enforced.

AGENDA

Motion to approve the June 8, 2021 agenda made by Trustee Hoffman; second by Trustee Siers.

Vote: Voice vote. All Ayes.

Motion carried. 2021-06-01

MINUTES

Motion to approve the May 11, 2021 Regular Board meeting minutes, as presented, made by Trustee Hoffman; second by Trustee Siers.

Vote: Voice Vote. All Ayes.

Motion carried. 2021-06-02

PUBLIC COMMENT

None. Six Township residents in attendance.

SUPERVISOR'S ANNOUNCEMENTS

None.

APPROVAL OF FINANCIAL REPORTS

TOWNSHIP FINANCIAL REPORTS

Motion made by Trustee Hoffman; second by Supervisor Sanders to approve the Township financial reports for the 1 month ending April 30, 2021.

Vote: Roll Call Vote.

Hoffman	yes	Sanders	yes
---------	-----	---------	-----

Siers	yes		
-------	-----	--	--

Motion carried. 2021-06-03

ROAD DISTRICT FINANCIAL REPORTS

Motion made by Trustee Hoffman; second by Supervisor Sanders to approve the Road District financial reports for the 1 month ending April 30, 2021.

Vote: Roll call vote.

Hoffman	yes	Sanders	yes
---------	-----	---------	-----

Siers	yes		
-------	-----	--	--

Motion carried. 2021-06-04

PRESENTATION OF FINANCIAL REPORTS

Financial reports for the Township and Road District for the 2 months ending May 31, 2021 were included in the Trustee materials for review and questions.

Trustee Hoffman questioned the May QuickBooks expense of \$1,999.99 – categorized as line item 61218 “Website Maintenance” which reflects that line-item budget is now \$134.99 over budget and the township still has 11 months of actual website expense to pay. Supervisor Sanders stated the expense was for the program for the next few years. Discussion took place regarding ongoing expenses from QuickBooks. Trustee Hoffman requested documentation of all membership fees and invoices from QuickBooks that Rutland Township has paid in the last 12 calendar months be presented at the July meeting. Discussion took place challenging the line- item coding of “website maintenance” for a QuickBooks software expense. Additional discussion regarding when this particular bill was received and due and why payment was made without Board approval, and ongoing payments of “membership” fees, and tech support expenses from QuickBooks and technical support expenses from David Yee. Trustee Hoffman asked for clarification on why QuickBooks is being paid for technical support but that the Township pays David Yee for “helping with QuickBooks”. There was a suggestion from Assessor Fritz to give Trustee Hoffman the clearance to speak with QuickBooks for answers on tech support fees/expenses. Supervisor Sanders requested the Board move on. Additional discussion regarding QuickBooks issues, and having a 2nd person with password access to QuickBooks. Supervisor Sanders again asked to move on. Additional discussion took place regarding the current bill payment procedure and why bills are being paid prior to approval. Further discussion.

REVIEW OF MAY BILLS

TOWNSHIP

Trustee Siers questioned the *Expense by Vendor Detail* report– why things were crossed out and numbers were changed by hand. Supervisor Sanders asked Clerk Rendl why the *Monthly Bill Presentation* and entry of check numbers on the *Expense by Vendor Detail* report had not been done. Answer from Clerk Rendl was that she had not received the Employee Earnings Summaries for the Township and Road District and without those reports the total sum of amounts/expenses being paid would not be correct. In response to again being asked why she had not edited the *Expense by Vendor Detail*, Clerk Rendl stated “she did not feel comfortable editing anything on that particular report with the crossing out and handwritten amounts”. Supervisor Sanders stated that this month things were a “real challenge with the computer and she had to finally call David Yee to get things straightened out”. She then asked for approval of the bills. Trustee Siers stated he thought bill payment procedures need to be discussed and that checks should not be printed prior to approval. Supervisor Sanders stated that all the bills listed on the report and the checks printed were in the folders and that this was the way things have always been done. Trustee Siers stated that he felt the Board needed a clearer picture in in order to approve bills. Supervisor Sanders made a motion to approve the Township bills in the amount of \$11,380.38. No second to the motion. Motion failed. Trustee Siers questioned the explanations that were being given for expenses and that he had a problem with the current system for bill payment. Commissioner Schultz asked why all the bills submitted for the Road District weren’t reflected on his report of vendor bills to be paid. Supervisor Sanders asked if the Board wanted to continue and get the bills paid or if she should get up and walk out. Trustee Siers stated that he wanted to get the bills paid but that the payment procedures need to be changed. Discussion took place. Supervisor Sanders restated her motion to pay the bills. No second to the motion. Motion failed. Trustee Siers suggested the bill approval be tabled until the procedure and bills could be better assessed. Further discussion took place regarding the problem with the current bill payment procedure and the ongoing QuickBooks expenses, and consideration to approve the Township bills, excluding the \$1,999.99 QuickBooks payment. Motion made by Trustee Hoffman to postpone review and approval of Township bills until later in the meeting; second by Trustee Siers.

Vote: Roll call vote.

Hoffman	yes	Siers	yes
Sanders	no		

Motion carried. 2021-06-05.

ROAD DISTRICT

Trustee Hoffman questioned a discrepancy regarding the Fidelity investment expense – the expense was shown on the *Expense by Vendor Detail* and the *Check Register* with different amounts. Discussion took place on how to determine which number was correct and what amount was actually paid. Prolonged discussion and review of Fidelity transfer information took place. **Motion** made by Trustee Hoffman to approve payment of the May Road District vendor bills, as shown on the *Expense by Vendor Detail*, excluding the QuickBooks payroll expense and the Fidelity expense, **in the amount of \$14,562.46**; second by Trustee Siers.

Vote: Roll call vote.

Hoffman	yes	Siers	yes
Sanders	yes		

Motion carried. 2021-06-06.

UNFINISHED BUSINESS

Air Purification Systems: Trustee Hoffman stated that he could not present the information he was planning to. He apologized to the Board and the audience for the lack of information and said he would try to get information on other systems. Discussion took place regarding purification systems.

NEW BUSINESS

Candidate Presentations: Resumes were printed and given to the Trustees and available for the audience.

Gary Daugherty, 17N855 Mary Circle, Gilberts, introduced himself and gave a brief resume of his background and qualifications.

Dave Kenik, 17N919 Mary Circle, Gilberts, then introduced himself and gave a brief resume of his background and qualifications.

Adeline Lewis, 164 Gregory, Gilberts, introduced herself and gave a brief resume of her background and qualifications.

The 4th candidate was not present- Mr. Daugherty stated he thought the candidate had withdrawn after attending the May meeting. Trustee Hoffman asked that Supervisor Sanders contact the missing candidate to confirm his withdrawal.

Discussion took place regarding the timeline for appointment of the trustees. Board agreement was that the appointments will take place at the July 13th meeting, giving all interested persons the 60-day time frame to represent themselves for consideration.

Supervisor Sanders then stated that the Board should also look for a new Supervisor because “she will clean up the mess we have tonight” but before the next meeting she will resign.

Adeline Lewis immediately withdrew her candidacy for Township Trustee and asked to be considered for appointment as Township Supervisor.

Discussion took place regarding the appointment process and the necessity of a quorum to accomplish the appointments. Commissioner Schultz suggested the Township Attorney be contacted and apprised of the situation to help make sure the process of appointments for Trustees and successor Supervisor will be done correctly.

Supervisor Sanders asked if it would serve the Board for her to stay in place until next month's meeting took place and then resign; all agreed it would.

Commissioner Schultz suggested that the Township Attorney should be present for next month's meeting. Board in agreement.

REPORTS BY OFFICIALS

Commissioner

Commissioner Schultz reported that the paving contracts had gone out; Plote was awarded the contract at \$239,856.15 for 2.18 miles of resurfacing on Sandwald and McCornack Roads, patching on Powers Road and Bonnie Lane in Anderson Acres. There were 4 bidders for the work; Arrow, Curran, GA Johnson and Plote. The Engineer's estimate for the work was \$286,000.00; Plote was 16% under the Engineer's estimate. He also stated that the area around the salt shed has been cleaned up so a bid can be gotten for siding that building. Repairs have been made to tractors in time for mowing season.

Assessor

Assessor Fritz was asked by Supervisor Sanders about his wage rate. The amount was clarified.

Clerk

Clerk Rendl stated that the Supervisor's Annual Financial Statement, the Treasurer's Report, and the Oaths of Office for incoming elected officials have all been filed with the County Clerk and she thanked everyone for getting the required confirmations of Statement of Economic Interest filings to her.

Trustees

Trustee Hoffman and Trustee Siers thanked Supervisor Sanders for her years of service.

Supervisor Sanders stated that the auditors are currently working on the audit and she feels she should stay until they have finished, that if she walked out tonight it would present a problem with the Trustee appointments; the Board should look for a new Supervisor but she will stay the month. She asked if she should prepare the reports for the next meeting and it was agreed that that would be best. She stated she would do that.

RECONSIDERATION OF MAY TOWNSHIP BILLS

Township Bills for the month of May were then reconsidered. Trustee Hoffman made a motion to approve the Township bills as presented, excluding the QuickBooks expense of \$1,999.99. Trustee Siers re-stated that

a request should be made of QuickBooks to provide a statement/accounting of all payments and invoices for the last 12 calendar months for review at the July meeting. Discussion took place as to who would do that and also that a discussion should take place regarding two people having password access to QuickBooks during the transition process and also as a better business practice. As Supervisor Sanders has the only password access to QuickBooks she will need to make the request of QuickBooks. Trustee Siers seconded the motion to approve the Township bills for the month of May, excluding the QuickBooks expense of \$1,999.99.

Vote: Roll call vote.

Hoffman yes Siers yes

Sanders yes

Motion carried. 2021-06-07

DOCUMENT SIGNING

ADJOURNMENT

Motion to adjourn the meeting made by Trustee Siers; second by Trustee Hoffman.

Vote: Voice vote. All Ayes.

Motion carried. **2021-06-08.**

Meeting adjourned 9:07 p.m.

RESPECTFULLY SUBMITTED,

Kathleen J. Rendl

Kathleen J. Rendl, Township Clerk