

# RUTLAND TOWNSHIP REGULAR BOARD MEETING

## April 12, 2022

### Reconvened 7:12 pm

The Rutland Township Board reconvened the April 12, 2022 Regular monthly Board Meeting in the Town Hall following the conclusion of the April 12, 2022 Annual Town Meeting. The meeting was called to order at 7:12 pm by Township Supervisor Raúl Lemus.

Roll call was taken and indicated the following Board Members present: Supervisor Lemus, Trustees B. Siers, J. Siers, and J. Alesi. Quorum established. Trustee D. Kenik absent.

Also in attendance Commissioner Schultz, Assessor Fritz and Clerk Rendl.

Supervisor Lemus asked for discussion regarding approval of the RU-2022-03 Township Transfer of Appropriations Ordinance. Trustee J. Siers opened the discussion by expressing her thoughts of approving the Ordinance as it exists, speaking with Katherine Andrus on how the proper corrections to the data entry errors should be made, and amending the Ordinance following those corrections at the May 10 meeting, prior to approving the 2022-2023 Township Budget. Brief discussion. **Motion** to approve the RU-2022-03 Township Transfer of Appropriations Ordinance as presented at the April 12, 2022 meeting, with the aforementioned conditions, made by Trustee J. Siers; second by Trustee J. Alesi.

Vote: Roll call vote.

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

**Motion carried. 2022-04-10.**

Supervisor Lemus then asked for a motion to adjourn the reconvened meeting.

**Motion** to adjourn the reconvened meeting made by Trustee B. Siers; second by Trustee J. Siers.

Vote: Voice vote. All Ayes.

D. Kenik absent

**Motion carried. 2022-04-11.**

**Meeting adjourned 7:15 p.m.**

RESPECTFULLY SUBMITTED,

*Kathleen J. Rendl*

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Kathleen J. Rendl, Township Clerk

# RUTLAND TOWNSHIP REGULAR BOARD MEETING

## April 12, 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 5:45 pm by Township Supervisor Raúl Lemus.

The Pledge of Allegiance was recited.

**Roll call** indicated the following Board Members present: Supervisor Lemus, Trustees B. Siers, J. Siers, and J. Alesi. Quorum established. Trustee D. Kenik absent.

Also in attendance Commissioner Schultz, Assessor Fritz and Clerk Rendl.

Supervisor Lemus asked for any questions or changes to the April 12<sup>th</sup> Board Meeting Agenda; there being none, **motion** to approve the April 12, 2022 Board Meeting Agenda made by Trustee J. Siers; second by Trustee J. Alesi.

Vote: Voice Vote. All Ayes. Trustee D. Kenik absent.

**Motion carried. 2022-04-01.**

**Motion** to approve the March 8, 2022 Board Meeting Minutes made by Trustee J. Alesi; second by Trustee J. Siers.

Vote: Roll call Vote.

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

**Motion carried. 2022-04-02.**

### SUPERVISOR'S ANNOUNCEMENTS

None.

### PUBLIC COMMENT

None. No Township residents in attendance.

### ***REVIEW OF TOWNSHIP APRIL 1 2021 – March 31, 2022 Profit & Loss Budget vs Actual financial report.***

Supervisor Lemus opened the discussion with questions or concerns regarding this report. Trustee J. Siers asked for clarification on the Verizon telephone expense this month as opposed to the same expense for prior months. This month's bill is almost 75% less due to plan changes. Trustee Siers (J) also questioned the total expense for line-item **Dues & Subscriptions 61210** and for line-item **61211 Travel & Auto Reimbursement**; both totals exceeded the budgeted amount. Discussion took place as to the realistic accuracy of the 2021-2022 amounts budgeted. Trustee Siers (J) also questioned the **Assessor's 62100 Personnel** total expense shown for the fiscal year. Discussion took place regarding the incorrect coding of the payroll expense for one of the Assessor's employees. That one employee payroll total of over \$47,658 was coded incorrectly and tracked to line-item **6560 Quickbook Processing fees** instead of to the **62101 Salaries** line-item which resulted in an incorrect fiscal year-end total, which then effected an overspending of the Assessor's total budget. Discussion

took place regarding the causation of that incorrect coding. Discussion then took place regarding the total expense of the following line items: **62201 Maintenance & Service**; expense exceeded budget by \$335.00, **62212 Training and Meetings**, \$300 overage, **62213 Utility – Electric Heat & AC** - \$2,450.00 overage, **62221 Website Maintenance** - \$2,800 overage. Assessor Fritz addressed the issue of the website maintenance expense as necessary. The expense for line-item **62501 Miscellaneous Expense** was also questioned – budget was \$100, total amount expensed was \$900. Clerk Rendl checked the detail for 62501 – there was \$620 expense entered in June for the BMO credit card that was not coded; the credit card can be checked to confirm the actual expense. Discussion took place regarding the inaccuracy of Quickbooks data entries made in 2021 up to the August/September Board realignment. Trustee J. Siers expressed her concern that March spending by the Assessor’s office (expenses that will not be audited until April) will be problematic resultant of the overspending of his 2021-2022 budget. Assessor Fritz stated that “there really hasn’t been much going on this month, so there shouldn’t be much expense”. Supervisor Lemus stated that because the Township pays credit card statements in full each month to avoid fees, unknown \$4,000-type expenses are impossible to plan for and a problem. Clerk Rendl stated that her Adobe subscription had been shut off this month because the credit card limit had been maxed out and without Adobe any computer-related responsibility cannot take place – all reports, minutes, etc cannot be done. The Township website monthly fee is an automatic debit on the credit card which will also fail this month. Question was asked what the credit card limit was – answer \$6,000. Supervisor Lemus stated that the Township was currently over the limit. Discussion took place regarding responsible spending.

***REVIEW OF ROAD DISTRICT APRIL 1 2021 – March 31, 2022 Profit & Loss Budget vs Actual financial report.***

Supervisor Lemus asked for questions, concerns regarding this report. Trustee J. Siers questioned the line-item expense **62210 Office Expense**; budget was \$500, amount expensed was \$805. Commissioner Schultz addressed the overage – paper, computer ink and having to purchase new office chairs (in the office when he was elected) which had broken. No other questions or concerns.

**MARCH 2022 BILLS**

**TOWNSHIP**

Supervisor Lemus asked for any questions on the March Township bills as presented, in the amount of \$22,246.42. Trustee J. Siers questioned the Employee Reimbursement expense. Expense was the mileage reimbursement for the Supervisor. No other questions. **Motion** to approve payment of the March 2022 Township bills as presented, in the total amount of \$22,246.42 made by Trustee J. Alesi; second by Trustee J. Siers.

Vote: Roll call vote.

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

**Motion carried. 2022-04-03.**

**ROAD DISTRICT**

Supervisor Lemus asked for questions or concerns regarding the March Road District bills as presented, in the amount of \$62,902.82. Trustee J. Alesi questioned the LP expense. Discussion took place regarding oil-burning furnaces and the pros/cons of propane vs oil burning furnaces.

**Motion** made by Trustee J. Alesi to approve payment of the March 2022 Road District bills as presented, in the total amount of \$62,902.82; second by Trustee B. Siers.

Vote: Roll call vote.

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

**Motion carried. 2022-04-04.**

## OLD BUSINESS

### ***Presentation of Financial Audit Proposals by Supervisor Lemus.***

Discussion of the three (3) proposals presented. The most expensive proposal (Sikich) was eliminated as the Board felt the \$19,500.00 was too expensive to consider. The Lauterbach/Amen proposal was discussed – scope and expense. Supervisor Lemus informed the Board of the other Townships and municipalities that have/are retaining Lauterbach and Amen. The proposal from GRA was also discussed, scope and expense. Discussion took place regarding the previous year's audit issues. All proposals are for 3-year contracts. Audit timeline as proposed was also discussed.

**Motion** to accept the proposal from Lauterbach & Amen for audit responsibilities for the three fiscal years ending 2022, 2023 and 2024 made by Trustee J. Siers; second by Trustee J. Alesi.

Vote: Roll call vote.

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

**Motion carried. 2022-04-05.**

## NEW BUSINESS

### ***Transfer of Appropriations Ordinance RU-2022-03 and Ordinance RU-2022-04***

Trustee J. Siers asked how the incorrect coding and the overspending of the Assessor's budget will affect the Township appropriations ordinance. Discussion took place regarding QuickBooks corrections, amending the ordinance, tabling approval until QuickBooks entry corrections can be made and the possibility of reconvening the meeting to avoid time-related issues (Annual Town Meeting to follow this meeting). Discussion of Ordinance RU-2022-04 Transfer of Appropriations for Rutland Township Road District. **Motion** to approve Ordinance RU-2022-04 Transfer of Appropriations for Rutland Township Road District as presented, in the amount of \$10,315.69 made by Trustee J. Siers; second by Trustee B. Siers.

Vote: Roll call vote.

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

**Motion carried. 2022-04-06.**

**Motion** to table discussion/approval of Ordinance RU-2022-03 until the regular board meeting is reconvened following the Annual Town Meeting made by Trustee J. Siers; second by Trustee J. Alesi.

Vote: Roll call vote.

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

**Motion carried. 2022-04-07.**

### ***Discussion Landscaping Contracts 2022-2023***

Supervisor Lemus presented the 2022-2023 landscape proposals/contracts from Ray & Dave's Landscaping for the Township and Square Barn Road (Buena Vista Cemetery), explained the differences in the proposals and asked for any questions. Discussion took place. Motion to approve the contracts as presented, monthly expense as follows: Township \$304.00/month, Square Barn Road (Buena Vista Cemetery) \$276.00/month, made by Trustee B. Siers; second by Trustee J. Siers.

Vote: Roll call vote.

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

**Motion carried. 2022-04-08.**

No Executive Session called for or convened.

### **REPORTS BY OFFICIALS**

Brief discussion of the new requirements for filing Economic Interest Statements

Clerk Rendl reminded the Board of the filing deadline and that confirmations of all Statement of Economic Interest filings must be filed in her office; and that all Board members that have not filled the requirements for OMA and FOIA training should do so.

**Motion** for a recess to address the remaining agenda items until the conclusion of the Annual Town Meeting and to reconvene following that meeting made by Trustee J. Siers; second by Trustee J. Alesi.

Vote: Roll call vote.

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

**Motion carried. 2022-04-09.**

**Meeting recessed 7:46 p.m.**

RESPECTFULLY SUBMITTED,

*Kathleen J. Rendl*

Kathleen J. Rendl, Township Clerk