

Sylvan Township
August 5th, 2024

The board meeting for Sylvan Township was called to order by Supervisor Angie Moore at 6:01 p.m. on August 5, 2024 at the Sylvan Township Hall.

Members: Angela Moore, Supervisor Sheila Robinson, Trustee
Terry Pritchard, Clerk Jeff Reagan, Trustee
Angela Reagan, Treasurer

Guests: Mike Gabrion, Ted Wojcik, Tim & Alicia Michell, Charles Thigpen, Tom Benchley

Minutes for the June 3, 2024 regular board meeting were read by Terry Pritchard. Angie Reagan made a motion to accept the minutes as read, seconded by Jeff Reagan. Motion carried.

In old business:

- ✓ Clean-up day was slightly less attended, but with a good turnout and some new residents bringing trash.
- ✓ The August state primary election will be held August 6th.
- ✓ July Board of Review was held and the board dealt with clerical errors, poverty, and mutual mistakes.
- ✓ Angie Moore will be checking with the blight ordinance officer to see if he can attend our next meeting to give the board an update.
- ✓ The biannual audit was completed with a couple of corrections. We need to establish a budget for the fire millage (see new business) and some minor issues due to the township being small. The auditors will deal with the corrections with the state.
- ✓ Sheila Robinson received two bids for the sign on the front of the hall. A bid for \$279 was received from Signsreen and a bid for \$426 from Image Graphics. Angie Reagan made a motion to accept the bid for \$279 from Signsreen of Evert, Jeff Reagan seconded. Motion carried.

In new business:

- ✓ Due to findings by the auditor, Terry Pritchard presented the board with a budget for the fire millage. Angie Reagan made a motion to approve the fire budget in the amount of \$90,000, Sheila Robinson seconded. Motion carried.
- ✓ Terry Pritchard presented a contract from Coyne Propane for \$1.799 per gallon for the 2024-2025 winter. Angie Reagan made a motion to approve the contract, seconded by Terry Pritchard. Motion carried.
- ✓ Terry Pritchard presented a contract extension for the AT&T Metro act to continue their presence in the township. Sheila Robinson made a motion to sign the contract extension, seconded by Terry Pritchard. Motion carried.

Public Comments:

- ✓ A township business owner stated that the DNR issued two citations for doing business on state property without a license. He has contacted the supervisor at the DNR and state representatives to attempt to resolve the issue at Crawford Park. The county has offered a letter giving permission to conduct business at the park. He will attend tomorrow's board of commissioners meeting. Angie Moore will write and send a letter of support to Tim Michell before the meeting.
- ✓ A resident requested to include in the minutes that Tim Michell is in attendance at almost all meetings and is welcome to question any township business.

In Fire Department News:

- ✓ Shane reported an above average number of calls and is monitoring the budget.

- ✓ Clarification about the department credit card was given. Shane has possession of the credit card and anyone seeking to use the card has to get the card from Shane and get approval for the purchase. Shane will include the credit card reconciliation at the next meeting.
- ✓ Engines 6 and 7 went up for sale and were sold to a small department out west. The money has been transferred.
- ✓ The department is seeking bids for scanning documents instead of keeping them in boxes.
- ✓ The software purchase was approved to replace the current software that can't do the reporting correctly.
- ✓ A required 3-year tire check was performed and some tires were disapproved because they were 10 years old. The issue has been tabled to find out if there is a requirement to replace them due to age.
- ✓ The fire hall can be used as a cooling station during extreme heat periods.
- ✓ A list of requirements was forwarded to the architects. The needed improvements are going to be completed in stages so that no new millage will be necessary.
- ✓ The mutual aid and digital use policies have been forwarded to the attorney.

Terry Pritchard made a motion to receive the treasurer's report, Jeff Reagan seconded. Motion carried. A motion to pay bills was made by Terry Pritchard, seconded by Jeff Reagan. Motion carried. All bills were reviewed with checks #3789-3832 in the amount of \$28,014.56 paid. This total includes June and July bills.

A motion to adjourn was made by Angie Reagan, seconded by Angie Moore. Motion carried. The meeting was adjourned at 7:16 p.m.

Respectfully Submitted,

Terry L. Pritchard
Sylvan Township Clerk