

Casco Township
Regular Meeting Minutes
January 11, 2022

Present: J. Andersen, J. Stevens, C. Stover
V. Holk, Deputy Clerk, 1 audience member

7:00 pm Call to Order

Pledge to the Flag

Agenda for January

Motion by C. Stover to accept the Agenda with four (4) additions, under New Business, M. Employee Handbook, N. Vacation Time for Brenda Loper/Linda Thueme, O. Election Equipment/Supplies, P. Auditors. Supported by J. Stevens.
3 Ayes. 0 Nays. Motion Carried.

Citizens comments

Mr. Marker addressed the Board about digging a ditch on his property, that borders with Township property. Trustee, Stevens is going to call Drain Commission to discuss this matter and get back with Mr. Marker.

Consent Agenda

- A. Regular Meeting Minutes December 14, 2021, with two (2) corrections
- B. Financial Report
- C. Payment of Bills

Motion by J. Stevens to approve Consent Agenda, with two (2) corrections on Regular Meeting Minutes of December 14, 2021. Supported by C. Stover.
Roll Call Vote: J. Andersen – Yes, J. Stevens – Yes, C. Stover – Yes. Motion Carried.

Correspondence

- A. Doug Touma hiring Valbridge Property Advisors
Letter was given to the Board as an FYI.
- B. MTA Annual 2022 Education Conference & Expo
Board Members discussed the MTA Annual Meeting.

1. New Business

- A. Resolution 2022-01 Annual Meeting/Budget Hearing March 8, 2022.
Motion by J. Stevens to approve Resolution 2022-01 Annual Meeting/Budget Hearing March 8, 2022. Supported by C. Stover.
Roll Call Vote: J. Andersen – Yes, J. Stevens – Yes, C. Stover – Yes. Motion Carried.
- B. Resolution 2022-02 Clerk's Salary \$35,310/\$1,000 per Election
Motion by C. Stover to approve Resolution 2022-02 Clerk's Salary \$35,310/\$1,000 per Election. Supported by J. Stevens.
Roll Call Vote: J. Andersen – Yes, J. Stevens – Yes, C. Stover – Yes. Motion Carried.
- C. Resolution 2022-03 Treasurer's Salary \$29,407.53
Motion by J. Stevens to approve Resolution 2022-03 Treasurer's Salary \$29,407.53. Supported by J. Andersen
Roll Call Vote: J. Andersen – Yes, J. Stevens – Yes, C. Stover – Yes. Motion Carried.

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- D. Resolution 2022-04 Trustee Stevens Salary \$846/Per Diem \$82
Motion by C. Stover to approve Resolution 2022-04 Trustee Stevens Salary \$846/Per Diem \$82. Supported by J. Andersen.
Roll Call Vote: J. Andersen – Yes, J. Stevens – Abstention, C. Stover – Yes. Motion Carried.
- E. Resolution 2022-05 Trustee Goulston Salary \$846/Per Diem \$82
Motion by J. Stevens to approve Resolution 2022-05 Trustee Goulston Salary \$846/Per Diem \$82. Supported by C. Stover.
Roll Call Vote: J. Andersen – Yes, J. Stevens – Yes, C. Stover – Yes. Motion Carried.
- F. Resolution 2022-06 Supervisor's Salary \$28,551
Motion by J. Stevens to approve Resolution 2022-06 Supervisor's Salary \$28,551.
Supported by J. Andersen
Roll Call Vote: J. Andersen – Yes, J. Stevens – Yes, C. Stover – Yes. Motion Carried.
- G. Casco Township Holiday Schedule
Motion by J. Stevens to approve Casco Township Holiday Schedule for 2022. Supported by J. Andersen.
3 Ayes. 0 Nays. Motion Carried
- H. Emergency Road Fund \$20,000
Motion by J. Stevens to approve Transfer of \$20,000 to Emergency Road Fund.
Supported by C. Stover.
Roll Call Vote: J. Andersen – Yes, J. Stevens – Yes, C. Stover – Yes. Motion Carried.
- I. Request for a raise for Deputy Clerk to \$18.00
Motion by C. Stover to approve pay raise for Deputy Clerk, to \$18.00
Supported by J. Stevens.
Roll Call Vote: J. Andersen – Yes, J. Stevens – Yes, C. Stover – Yes. Motion Carried.
- J. Request for Clerk & Deputy Clerk to attend MMAC Institute in March, cost \$650 each
Motion by J. Stevens to approve sending Clerk and Deputy Clerk to MMAC Institute in March 2022 for the cost of \$650 each, plus hotel and expenses. Supported by C. Stover
Roll Call Vote: J. Andersen – Yes, J. Stevens – Yes, C. Stover – Yes. Motion Carried.
- K. Resignation of Supervisor
Motion by J. Stevens to accept letter of Resignation of Supervisor, Patricia Allagreen, with her last being January 31, 2022. Supported by C. Stover
3 Ayes. 0 Nays. Motion Carried
- L. Resignation of Dale Allagreen, Planning Commission and ZBA
Motion by J. Stevens to accept letter of resignation for Dale Allagreen from the Planning Commission an ZBA, with his last day being January 24, 2022. Supported by C. Stover
3 Ayes. 0 Nays. Motion Carried
- M. Employee Handbook
Motion by J. Stevens to approve New Employee Handbook. Supported by C. Stover
3 Ayes. 0 Nays. Motion Carried
- N. Vacation Time for Brenda Loper/Linda Thueme
Motion By J. Stevens to approve two (2) vacation days for Brenda Loper/Linda Thueme.
Supported by J. Andersen.
3 Ayes. 0 Nays. Motion Carried

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O. Election Equipment/Supplies

Motion by C. Stover to approve buying election equipment/supplies for a total of \$2,100.

Supported by J. Stevens

Roll Call Vote: J. Andersen – Yes, J. Stevens – Yes, C. Stover – Yes. Motion Carried.

P. Auditors

Board discussed having an audit done this year.

3. Unfinished Business

A. Intergovernmental Agreement

Motion by C. Stover to decline the Intergovernmental Agreement between Casco Township and the City of Richmond and to leave the boarders as is. Supported by J. Stevens.

Roll Call Vote: J. Andersen – Yes, J. Stevens – Yes, C. Stover – Yes. Motion Carried.

Motion to Adjourn at 7:50 pm by J. Stevens. Supported by C. Stovers.
3 Ayes. 0 Nays. Motion Carried

Jennifer Andersen, Casco Township Clerk