

GARDEN TOWNSHIP BOARD MINUTES
SPECIAL MEETING
March 28, 2024

The special meeting was called to order at 9:05 a.m. by Township Supervisor, Katherine Young.

Present: Craig Potvin, Brenda Lester, Susan Rochefort, Jenna Silkworth, and Katherine Young.

AGENDA: The purposes of the special meeting will be (1) approval of bills, (2) budget amendments, and (3) consider other business that may come before the Township Board.

PUBLIC COMMENT: No public was present; therefore, no comments were received.

APPROVAL OF BILLS: Brenda made a motion to approve the bills as presented, supported by Jenna. Roll Call Vote: Sue – yes, Craig – yes, Brenda – yes, Jenna – yes, Kathy – yes. Motion carried.

PAY BACKS TO THE GENERAL FUND: No motions or changes to the policy adopted on March 12, 2024.

BUDGET AMENDMENTS: The following budget amendments were presented by the clerk:

General Fund:

- Transfer Station Payroll Exp.: Increase from \$-0- to \$1,500.00, an increase of \$1,500.00
- Board of Review Ads & Notices Exp.: Increase from \$50.00 to \$250.00, an increase of \$200.00
- Township Hall Capital Outlay Exp.: Decrease from \$22,164.00 to \$20,414.00, a decrease of \$1,700.00

Fire Department:

- Contingency Fund: Decrease from \$2,327.79 to \$142.79, a decrease of \$2,185.00
- Fire Department Wages Exp.: Increase from \$5,000.00 to \$6,275.00, an increase of \$1,275.00
- Capital Outlay Exp.: Decrease from \$79,980.00 to \$77,605.00, a decrease of \$2,375.00
- Insurance Exp.: Increase from \$11,500.00 to \$12,500.00, an increase of \$1,000.00
- Employer Payroll Taxes Exp.: Increase from \$500.00 to \$600.00, an increase of \$100.00
- FD Share of Assessor Exp.: Decrease from \$2,600.00 to \$2,000.00, a decrease of \$600.00
- FD Share of Admin. Payroll Exp.: Decrease from \$3,600.00 to \$2,750.00, a decrease of \$850.00
- FD Share of Newsletter Exp.: Decrease from \$125.00 to \$90.00, a decrease of \$35.00
- FD Share of Township Office Exp.: Increase from \$1,200.00 to \$1,300.00, an increase of \$100.00

Transfer Station:

- Drug Screening Exp.: Increase from \$300.00 to \$350.00, an increase of \$50.00
- Wages Exp.: Decrease from \$40,000.00 to \$38,950.00, a decrease of \$1,050.00
- Insurance Exp.: Increase from \$9,900.00 to \$10,900.00, an increase of \$1,000.00
- Share of Township Office Operations Exp.: Increase from \$3,500.00 to \$5,000.00, an increase of \$1,500.00
- Share of Newsletter Exp.: Increase from \$300.00 to \$320.00, an increase of \$20.00
- Administrative Salaries Exp.: Increase from \$9,000.00 to \$10,700.00, an increase of \$1,700.00
- Share of Assessor/Equalization Exp.: Increase from \$6,500.00 to \$7,500.00, an increase of \$1,000.00
- Contingency Fund: Increase from \$-0- to \$4,220.00, an increase of \$4,220.00

Brenda made a motion, seconded by Jenna, to approve the budget amendments. Roll Call Vote: Kathy – yes, Craig – yes, Jenna – yes, Sue – yes, and Brenda – yes. Motion carried. Brenda made a motion to allow the clerk to make any minor adjustments to the budget for fiscal year 2023/2024 as long as each adjustment is no more than \$1,000.00, supported by Jenna. Roll Call Vote: Craig – yes, Kathy – yes, Brenda – yes, Sue – yes, and Jenna – yes. Motion carried.

BITTNER ENGINEERING INVOICE: Kathy made a motion to pay the bill from Bittner Engineering for \$878.00 regarding repairs to the township hall roof, seconded by Jenna. Roll Call Vote: Sue – no, Craig – yes, Jenna – yes, Brenda – yes, and Kathy – yes. Motion carried. Craig will call Bittner to see if they'll reduce the bill. Brenda will hold the bill until she hears from Craig.

PUBLIC COMMENT: No public present; therefore, there were no public comments.

Motion was made by Brenda to adjourn, seconded by Sue. Ayes: 5, Nays: 0. Motion carried and meeting closed at 9:36 a.m.

Respectfully submitted:

Brenda Lester,
Garden Township Clerk