

## SPECIAL MEETING SEPTEMBER 21, 2015

The Beaver Creek Township Board held a special meeting on Monday, September 21, 2015. The meeting was called to order by the supervisor at 7:06 pm. Board members present: Ashton, Hartman, Van Nuck and Little. Absent: Riley. There were two visitors, Fire Chief Weatherly and Bill Miller.

The purpose of the meeting was to work on policies.

Motion by Little and seconded by Hartman to approve the agenda. All ayes, motion carried.

1. Discussion regarding a "Property Management" Policy. Change to 1.2 Inventory of Assets, at end of first paragraph add, "secretary and clerk." Change to 1.3 Inventory Tagging, sentence shall read "All assets shall have a label or permanent identification." Change 1.14 Keys, add at end of last paragraph, "administrative offices, the secretary." Motion by Little and seconded by Van Nuck to pass the "Property Management Policy" with changes. Four ayes, one absent. Motion passed.
2. Discussion regarding having the offices open one day per week with longer hours such as to 5:00 pm, or 7:00 pm as a convenience to those residents who work and cannot get to the offices during our 9 am – 2 pm current hours. No decision was made.
3. Discussion regarding a "Petty Cash Policy". Change in first paragraph "Department Head" to "treasurer or secretary". Change 5<sup>th</sup> paragraph, 1. From "Clerk" to "Secretary". Add this as last paragraph, "If the total amount of petty cash needs to be increased or decreased, the request must be brought before the Board for approval." Motion by Little and seconded by Van Nuck to approve the "Petty Cash Policy" with changes. Four ayes, one absent, motion carried.
4. Motion by Little and seconded by Hartman to pass the "Personnel Administration Policy" as presented. Four ayes, one absent, motion carried.
5. Motion by Little and seconded by Van Nuck to accept the four time sheets as presented. Four ayes, one absent, motion carried. They will be ready for the next pay period.
6. Motion by Little and seconded by Van Nuck to use a "Request For Leave" sheet for vacation, sick time and personal time, and add to top of form "Please submit to supervisor or department head in a timely manner." Four ayes, one absent, motion carried.
7. Discussion on how to handle mileage requests in advance of class and lunch if not provided. Board agreed that to pay mileage or part thereof, from petty cash, and \$10 per lunch from petty cash.
8. Motion by Little and seconded by Hartman to pay three accounts payable checks totaling \$604.69, checks 30020 thru 30022. Roll call vote: Ayes, Ashton, Hartman and Little. Nay: Van Nuck. Motion carried.
9. Motion by Little and seconded by Van Nuck to Amend the "Rules for Conduct of Public Comment At Meetings Of The Township Board" as follows: #8 second line of paragraph, after "response" add "the township board members". Four ayes, one absent, motion passed.

Meeting adjourned at 8:30 pm.

Sharon K. Hartman, Clerk