



10405 Merrill Road
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Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Bill Hahn, Patricia Hughes, Chuck Menzies, Cindy Michniewicz

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, November 01, 2022 at 2:30 PM

Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

Hohl called the meeting to order at 2:30 pm.

PLEDGE TO THE FLAG

ROLL CALL OF THE BOARD

PRESENT

Pat Hohl
Mike Dolan
Bill Hahn
Chuck Menzies
Cindy Michniewicz
Jason Negri
Patricia Hughes

CALL TO THE PUBLIC

Melvyn Care, 7645 Chilson, questioned the garbage collection bidding process and suggested getting a resident vote on which bidding company to use.

CONSENT AGENDA

Motion to approve as presented moving item# 7 to current business #16.

Motion made by Hughes, Seconded by Michniewicz.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

1. Board of Trustees Regular Meeting Minutes October 18, 2022 7:00 pm
2. Parks & Rec - Regular Meeting Minutes - September 27, 2022
3. Parks & Rec - Park Coordinator's Report - October 2022
4. Parks & Rec - Senior Center Report - October 2022
5. Parks & Rec - Hay Creek Bridge Renovation Project - Budget Report
6. Parks & Rec - Park Master Plan Timeline

7. Invoice for Pickleball Court concrete – Gerardi Brothers Concrete
8. AP bills list November 01, 2022

APPROVAL OF THE AGENDA

Motion to approve the agenda as presented adding #16 Invoice for Pickleball Court Concrete and #17 Single Trash Hauler discussion addressing #17 at the beginning of the agenda.

Motion made by Hohl, Seconded by Michniewicz.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

UNFINISHED BUSINESS

CURRENT BUSINESS

9. Financial Audit FY 2021-2022

Motion to receive, file, publish and circulate the Audit as presented.

Motion made by Hohl, Seconded by Hahn.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

10. Updates to Personnel Policy & Procedures Employee Handbook

Motion to adopt the changes to the Employee Handbook as presented in the packet.

Motion made by Negri, Seconded by Menzies.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

11. Purchase of BS&A Payroll & Timesheets Programs

Motion to approve the purchase and implementation of the BS&A payroll module at a cost not to exceed \$49,000.00.

Motion made by Dolan, Seconded by Negri.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

12. Senior Center Part Time Hiring

Motion to authorize Julie Eddings to interview and hire a part time position up to 15 hours per week, grade 1 and step level to be according to skill level upon completion of all pre-employment requirements.

Motion made by Dolan, Seconded by Menzies.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

13. Upgrade Accounting/Benefit Specialist Position

Motion to approve the upgrade of the Accounting/Benefit Specialist as outlined in the memo dated November 01, 2022 deleting the reference to this new position having supervisory responsibility over the Accounting Clerk.

Motion made by Hohl, Seconded by Hahn.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

14. Finance Control Book Sept. 2022

Motion to receive file and publish the Finance Control Book for September 2022.

Motion made by Negri, Seconded by Hughes.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

15. Consumers Credit Union – approval sought

Motion to approve Consumers Credit Union as a fiduciary institution on the Townships bank list to receive Township investment funds.

Motion made by Negri, Seconded by Michniewicz.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

16. Invoice for Pickleball Court concrete - Gerardi Brothers Concrete

Motion to approve the payment to Gerardi Brothers Concrete, LLC in the amount of \$15,360.00 for payment of Pickleball Court #3.

Motion made by Dolan, Seconded by Michniewicz.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

17. Single Trash Hauler Discussion

Discussion on the ballot question for the Single Trash Hauler stating regardless of the residents vote the Township is not obligated to adopt a Single Trash Hauler nor obligated to accept those proposals submitted and currently the Board is trying to get resident input on moving to a Single Trash Hauler and provide the best customer service for the residents.

CALL TO THE PUBLIC

A call was made with no response.

BOARD COMMENTS

Motion that at the board meeting on December 06, 2022 Clerk Dolan establish agenda item#1 Discussion of Board and Department Head Interaction and establish a mechanism to facilitate that discussion on the first Tuesday of every month.

Motion made by Hohl, Seconded by Hahn.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

Clerk Dolan reminded everyone of the upcoming election on Tuesday, November 8, 2022 and updated the board on the progress of the election. Clerk Dolan also mentioned the many improvements made to election processes by the Clerk's staff and the accomplishments they have achieved.

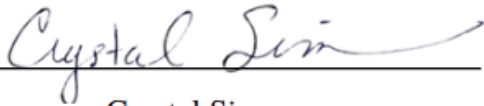
ADJOURNMENT

Motion to adjourn at 4:06 pm.

Motion made by Menzies, Seconded by Negri.

Voting Yea: Hohl, Dolan, Hahn, Menzies, Michniewicz, Negri, Hughes

Respectfully submitted,

A handwritten signature in blue ink, reading "Crystal Simmons", written over a horizontal line.

Crystal Simmons
Recording Secretary

A handwritten signature in blue ink, reading "Mike Dolan", written over a horizontal line.

Mike Dolan
Township Clerk