

**SUGAR ISLAND TOWNSHIP
REGULAR BOARD MEETING
MINUTES**

Tuesday, February 11, 2025

- I. Supervisor Eitrem called meeting to order at 1900.
- II. Supervisor Eitrem led meeting in the Pledge of Allegiance.
- III. Roll call taken, Supervisor Eitrem-present, Treasurer Brown-present, Trustee Morehouse-present, Trustee-Bruder-absent, Deputy Clerk Newton- present, and Clerk Behm-absent.
- IV. Changes/Additions to Agenda-Supervisor Eitrem requested moving items IX b and d be switched. Motion made by Trustee Morehouse to accept Agenda as amended, supported by Treasurer Brown. Motion passed 3/0.
- V. Treasurer Brown made motion to approve minutes as written from January 14, 2025, meeting, supported by Supervisor Eitrem. Motion passed 3/0.
- VI. **Correspondence**-Supervisor Eitrem spoke on letter from attorney Charles J. Palmer withdrawing as the Sugar Island Township attorney. The Township is actively looking for an attorney. Received message from MSU outlining training opportunities for township officials. Received message from Building Code Enforcement at the county regarding building codes published on our website, Treasurer Brown will be reviewing this. Supervisor Eitrem received letter of the township failing nitrate water testing, this has been posted at the township hall and Supervisor Eitrem is handling this.
- VII. **Public Comment**
- VIII. **Treasurer's report**-Fiscal Year 24/25, 01/31/2025
 - a. General Fund: \$147,750.98
 - b. Restricted Funds
 - i. ARPA: \$37,010.79
 - ii. Road Fund: \$579,705.20
 - iii. Fire Fund: \$177,662.62
 - iv. Ambulance Fund: \$172,246.74
 - v. Taxes: \$288,789.44
 - vi. Solid Waste Fund: \$71,854.28
 - vii. Metro Fund: \$20,488.28
 - viii. Playground: \$3,650.13
 - ix. Petty Cash: \$400.00
 - x. Payable: \$5,534.27

Total: \$1,505,092.73

Motion made by Supervisor Eitrem to approve Treasurer's Report, supported by Trustee Morehouse. Motion passed 3/0.

IX. Unfinished Business:

- a. Discuss the need to find another attorney. Trustee Morehouse will provide 2 proposals.
- b. Discuss and consider the need and hire 2 plow truck operators. Trustee Morehouse motioned to hire Dan Phifer for \$21.00 an hour and Chris Niepoate as back-up for \$20.00 an hour and both will answer to Trustee Morehouse, supported by Treasurer Brown. Motion passed 3/0.
- c. Discuss and consider the hiring process including the need for position descriptions that outline specific duties and responsibilities. Supervisor Eitrem gave an example for the board to look over.
- d. Discuss and consider the work product from the special work session from last month. Supervisor Eitrem provided the board with Sugar Island Township Board Duties and Responsibilities. Supervisor Eitrem motioned to approve as is, supported by Trustee Morehouse. Motion passed 3/0.
- e. Discuss and consider the appointments of volunteers for various board positions. Supervisor Eitrem noted there is none at this time.

X. New Business:

- a. Pay Bills with EFT's and Checks #1198 through #2155. Motion made by Treasurer Brown to Pay the Bills, supported by Trustee Morehouse. Motion passed 3/0.
- b. Deputy Clerk Newton read resolution to approve alternate meeting dates for the March Board of Review meeting dates and times. Resolution offered by Board member Treasurer Brown, supported by Board member Trustee Morehouse. Roll call vote; Supervisor Eitrem (aye), Treasurer Brown (aye), Trustee Morehouse (aye), Clerk Behm-absent, Trustee Bruder-absent. Supervisor Eitrem declared the resolution adopted.
- c. Deputy Clerk Newton read resolution to establish 2025 Poverty Guidelines. Resolution offered by Board member Treasurer Brown, supported by Board member Trustee Morehouse. Roll call vote; Supervisor Eitrem (aye), Treasurer Brown (aye), Trustee Morehouse (aye),

Clerk Behm-absent, Trustee Bruder-absent. Supervisor Eitrem declared the resolution adopted.

XI: Department/Committee Reports:

- a. Ambulance Report-MFR submitted and awaiting approval. Fire Chief submitted a request for \$628 to purchase a Digital Blood Pressure Monitor. Supervisor Eitrem motioned to approve \$628 for the Fire Department to purchase a Digital Blood Pressure Monitor, supported by Treasurer Brown. Motion passed 3/0.
- b. Fire Report-Has training on 2/19 at the Sugar Island Ferry from 7:30-8:30 and the ferry will run for emergencies. Ice training drill on Saturday 3/8 beginning at 10:00 a.m. The 2025/26 budget has been drafted. Eric Thomas is filling the Lieutenant and Deputy Training Officer which has been vacated.
- d. Planning Commission-No report
- e. Zoning Board of Appeals- No report
- f. Board of Review-No report

XII. Public Comment

XIII. Board member reports

- a. Treasurer's Report-Treasurer Brown has meeting with BS &A and taxes are due on 2/28 with office open 9-5 that day.
- b. Supervisor Eitrem reported receiving a grant for Digital Literacy for \$857,909.00.
- c. Trustee Morehouse mentioned the middle school is closed and the internet is available at the Township Hall for use during the closure.

XIV. Announcements:

- a. Watch for Announcements in the Sugar Island Quacker
- b. Watch for Announcements on "I Love Me Some Sugar Island" Facebook page.
- c. Watch for Announcements on the Sugar Island Township Facebook page.
Website: www.sugarislandtownship.org

- XV.** Motion made by Treasurer Brown to adjourn meeting at 2019 hours,

supported by Trustee Morehouse. Motion passed 3/0.

Respectfully submitted by:

Candace Newton

Sugar Island Deputy Clerk