

Regular Meeting of the Burt Township Board  
Tuesday, November 11, 2020 – 7:00 PM – Community Center      DRAFT

**Attendance:** Sheri Shafer, Lori McShane, Lou Lundquist, Tara Dongvillo, and Deb Lundquist

**Agenda:** Motion by McShane, second by Dongvillo, to approve the agenda with the addition of Employee policy regarding vacation under new business item C. 5 ayes.

**Public Comments:** Wendy Lowe thanked the board for their service and congratulated everyone on the re-election.

**Correspondence:** none

**Approve Minutes:** Motion by Dongvillo, second by Lou Lundquist, to approve the minutes of the October 13<sup>th</sup> regular and 19<sup>th</sup> special meeting as written. 5 ayes.

**Department and Committee Reports:** Reports were available from the Assessor, Fire, Library, DPW & Water and the Woodland Park.

**Appointments/Resignations:** Motion by Deb Lundquist to accept Lou Bailey’s resignation with regret. 5 ayes. Motion by Dongvillo, second by Deb Lundquist, to create a volunteer position as “Emergency Services Manager” reporting to the board. 5 ayes. Motion by Shafer, second by Deb Lundquist, to appoint Lou Bailey to the position of Emergency Services Manager. 5 ayes. The board sincerely appreciates everything Lou Bailey has done over the years and thanks him for his continued service in the volunteer capacity.

**Supervisor Report:** Rose Hill Cemetery will close on November 15, 2020. Woodland Park has closed. We are accepting applications for the position as Woodland Park Manager until November 30, 2020. The Emergency shelter will be open this winter if needed with new protocols due to Covid. Please see the notice in the paper. Recycling will return to the pole barn this month on November 18<sup>th</sup>, from 9-12. Thank you to the community for your support in this election.

**Treasurer’s reports and Approval of Bills:** Treasurer’s report – (\$968,372.70) Motion by Dongvillo, second by Deb Lundquist to accept treasurer’s report and approve the bills for payment. (\$50,383.07) 5 ayes.

**Unfinished Business:**

**Fire Fee Ordinance:** Waiting for a response from our counsel on the draft ordinance.

**Township Loan with PSB/Treasury Resolution:** Review of the suggested resolution sent to us from our township counsel, Steve Tinti. Board to review resolution and installment purchase agreement and will reconvene on Friday, November 13, at 11:00 AM for special meeting to approve.

**Employee Policies:** The issue of vacation time for full time employees and when that vacation time will expire if not used was brought up for discussion at last meeting. Old policy called for vacation time to expire if not used in the year it was accrued. Policy revision dated February 2016 does not address this. This newly proposed revision allows employees to roll over unused vacation time, but not to exceed 400 hours, and vacations must be preapproved by the manager. Motion by Shafer, second by Dongvillo, to approve this revision allowing vacation rollover, not to exceed 400 hours, and this revision will be retro active to January 1, 2020. 5 ayes.

**New Business:**

**Other:**

**Public Comment:** Gene Lepeak expressed concern over the sand that is piled up every spring in front of his house when our DPW crew “unburies” the boardwalk. Board agreed to discuss with DPW manager to see if we had any other options. Jack Roberts asked if it was necessary to have three full time employees for the DPW/Water. He also suggested we could utilize these employees to expedite the repair and replacement of the sidewalks.

**Adjournment:** 7:45 PM

Respectfully submitted November 13, 2020

Lori McShane, Clerk