

SUGAR GROVE COMMUNITY BUILDING
Board Meeting Minutes (in-person)
November 12, 2024

6:30 PM

Roll Call: Trustee Stalcup, Trustee Kowalczyk, Trustee Sutton (remote)
Also, Present: Trustee Bobbe, Debbie DeBoer

Pledge of Allegiance

Public Comment: There is no public in attendance

Approval of Agenda for 11/12/2024 – Agenda reviewed. Trustee Sutton makes a motion to approve the agenda as is. Trustee Stalcup 2nds; Motion carried unanimously.

Approval of Minutes:

- a. October 15, 2024 - Open Session Minutes - Trustee Stalcup motions to approve the open session minutes from October 15, 2024, Trustee Sutton 2nds; Motion carried unanimously.

Approval of Destruction of Audio Recordings from Closed Session Meetings for April 2023 or earlier. Trustee Stalcup motions to approve the destruction of any audio recordings from closed session meetings from April 2023 or earlier. Trustee Kowalczyk 2nds: Motion carried unanimously.

Treasurers Report: Administrator (Debbie)

1. The Financial reports include the accounts payable and accounts receivable register October 18, 2024, through November 14, 2024. The balance sheet is as of November 14, 2024. There is a profit and loss for the fiscal year and an employee payroll report for the current year-to-date.
2. Review and approve Sugar Grove Township Community Building accounts payable for October 18, 2024, through November 14, 2024. Check numbers 12260-12277. Two debit card purchases, and two payroll periods: October 31, 2024, and November 14, 2024.
3. Trustee Stalcup motions to approve the accounts payable for October 18, 2024, through November 14, 2024; Check numbers 12260-12277; Two debit card purchases and two payroll periods: October 31, 2024 and November 14, 2024. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes.

Committee Reports

Administrator Report (Debbie)

1. October 17th our sprinkler system was shut down.
2. October 22nd HOH was here to take the water sample. We will discuss later with proposals and quotes.
3. October 24th AMS repaired the sprinkler head in the women's restroom. I was curious what your thought was to replace all sprinkler heads throughout the building. Maybe do a level each year? We can discuss.
4. Friday the 25th Sarah and I set up for the Halloween event. We will discuss more under "unfinished business/follow up".
5. I was on vacation from October 27th until Nov. 3rd. I worked Monday, November 4th for the voting setup.
6. The only two items on my maintenance schedule left for the year are the semi-annual hood inspection and the Food Permit renewal.
7. Public Notice – Pre-Filing for Candidates starts today.
8. 2025 Meeting Dates

Scheduler Report (Debbie)

1. Nine (9) scout meetings (boy/girl/leader mtg)
2. One (1) Senior Lunch
3. One (1) Senior Game Day
4. One (1) Clothes Closet
5. One (1) Parlor (HOA)
6. Three (3) Gym rentals
7. One (1) Dining Room rental
8. One (1) Community Halloween Event

Township Building Liaison

1. Blackberry Creek is running at 20.3 cfps
2. The Township voted to keep the levy the same this year. There was a slight increase in the 401 Board amount.

Unfinished Business:

1. No Trick/Just Treat Event update

New Business:

1. Review Correspondence. - None
2. Review Proposals and Quotes

HOH Water Technology

HOH provided a quote to maintain the integrity of the water in our closed-looped system of our four boilers. This quote was for two (semi-annual) visits a year, with chemical and testing included. Trustee Stalcup motions to approve this quote and asked me to follow up if they would provide us a 3-year contract at today's price. HOH replied yes, they would. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes.

SGTCB Internet Service

Jim Daw provided a quote temporarily repair the existing wiring in the CB that runs the internet from next door. They would use an existing wire that runs through the Elevator Control Room to the Wireless Access Point in the Parlor. They would split this wire into two surface mount jacks, connect them to the network switch via patch cables, test to ensure it is providing the necessary speed and the problem is resolved. This would be a temporary fix, as we do not know the age or condition of the existing wire. Estimated cost, including parts \$315.

Discussions were had and it was decided to look into a point-to-point wireless access system for almost the same cost but would not be a band-aid fix. It would be a permanent fix. The board asks that we investigate some options and gather some quotes and discuss at our next meeting.

3. Consideration & Potential Approval of Estimated Levy for Community Building Funds

The board reviewed the draft Tax Levy Ordinance No. 2024-2. Trustee Stalcup motioned to approve the estimated Levy for the Community Building Funds as presented. Trustee Sutton 2nd. Roll Call Vote. Trustee Stalcup: yes, Trustee Sutton: yes.

Executive Closed Session – No.

Trustee Kowalczyk makes a motion to adjourn the open meeting at 7:27 pm Trustee Sutton 2^{nds}; motion carried unanimously.

Our next regular meeting date is December 17, 2024, at 6:30 pm.