

Town of Sullivan
Board Meeting Minutes
November 10, 2020 at 6:30pm
Town Hall-N3866 West Street, Sullivan

- I. **Call to Order:** The meeting was called to order at 6:30pm by Chairman Scott Buth.
- II. **Roll Call:** Chairman Scott Buth, Supervisor Gary Jackson, Supervisor Barry Boos, Clerk Dawn Lynn, and Treasurer Shirley Boos were all present.
- III. **Verification of Proper Notice:** The meeting notice/agenda was published on the Town website, on the board at the Town Hall by Clerk, Dawn Lynn.
- IV. **Approval of Minutes:** A Motion was made by Supervisor Jackson and 2nd by Supervisor Boos to approve minutes from the Regular October meeting. **MOTION CARRIED 3-0**
- V. **Reports & Correspondence:**

- A. **Treasurer's Report:** Shirley Boos read the Treasurer report. Monthly revenues and invoices were reviewed by the Board Members and a motion was made by Supervisor Jackson and 2nd by supervisor Boos to approve the report and the payment of the bills. **MOTION CARRIED 3-0**

Account Balances

General Acct	87,569.66
Money Market Acct	252,184.93
Capital Expenditure	57,817.34
Summer Hill Park Fund	7096.93
Tax Acct – Checking	868.57
Cemetery Perpetual Care Savings	6,604.67
Cemetery Savings	6,551.96
Cemetery Perpetual Care CD	9,779.78
Cemetery Savings Premier	9,033.08
Cemetery Savings CD Associated	15,859.15
Cemetery Saving CD Plot Sales	15,242.37

- B. **Fire District Report:** No one was present to give the Fire District report.
 - C. **Road Report:** Denny reported that they are finishing up with the mower/tractor that the Town rented to help with large brush along the roadsides. They have been hauling trees/brush out of the ditches and cleaning them up. They did some ditching on Rome Oak Hill Road to get the water to flow better. Ditching was also done on Water Street and it turned out very well. The roof on the shop had some leaks and he presented pictures to the Board to show some rust holes that he caulked. Trucks are ready for snow plowing. There are some fire number signs that Denny inherited when he started. Chairman Buth suggested that the Fire Department maybe could distribute them where they go. Denny said he would reach out to them.

D. Clerk Correspondence

- 1. Brian Ley dropped off the proposed budget from the Fire District and it was distributed to the Board. Chairman Buth asked to set up a meeting with them to discuss it.
 - 2. An Ordinance Violation was received for Jessica Vertz on County Road F for having roosters on her property. She has until November 20th to correct the violation.
 - 3. An email was received from Advanced Disposal, saying they have been bought by Waste Management. The new company that will be servicing the Town of Sullivan is called GFL. There were customer service numbers for bulk pick-up and service problems and that will be posted on the website.
 - 4. Routes to Recovery Grant has been extended to November 17th. All the extra hours and expenses due to the COVID pandemic can be turned in and reimbursed. We have over \$35,000 available to the Town of Sullivan.
 - 5. Next year is Board Elections and candidates need to see clerk for nomination papers.

E. Chairman Correspondence

1. A complaint was received regarding the property on Froelich Road that has the seed containers and lumber on his property. It has been turned into the zoning department, however there are still things on the property that don't belong. Chairman Buth will talk to zoning department again to see if there's anything else that can be done.
2. Chairman Buth asked the Board how they wanted to handle the clerk's extra hours due to sending out and processing absentee ballots. The board decided to handle it the same way and same rate as the extra hours from the April election.

F. EMS Report: Chief Brad Bowen gave the board his monthly report. He talked about the Routes To Recovery program. While the EMS is unable to submit expenses, a Town, Village, or City can submit expenses on their behalf. He asked if we had any money left over, they would appreciate us using it for them. Chairman Buth agreed that once we figure how much we will use for ourself, that we can submit some on their behalf. Brad also handed out a packet on collaboration opportunities for the EMS.

G. Planning Committee Report: John Kannard was not present, however there are requests in New Business from his meeting.

H. Cemetery: Sexton Kent Hoffman was not present.

VI. New Business

- A. Discussion and possible approval of request to combine two lots on Meadow Lane by Steven and Nancy Ott.** After discussion, Supervisor Boos made a motion and Supervisor Jackson 2nd to approve the request. *MOTION CARRIED 3-0*
- B. Discussion and possible approval of rezone request and Conditional Use Permit by Gregory Senft on Rome Oak Hill Road.** After discussion, Supervisor Boos made a motion and Supervisor Jackson 2nd to approve the request. *MOTION CARRIED 3-0*
- C. Discussion and possible approval of Right-Of-Way Resolution for the Town of Sullivan Sanitary District No. 1.** Ben Heidemann from Town & Country Engineering explained the Resolution to the Board. After discussion, Supervisor Jackson made a motion and Supervisor Boos 2nd to approve the request. *MOTION CARRIED 3-0*
- D. Discussion and possible approval of Humane Society contract.** The letter states that if we pay before the end of January, we will get a discount as we have in the past. After discussion, Supervisor Boos made a motion and Supervisor Jackson 2nd to approve the contract. *MOTION CARRIED 3-0*
- E. Discussion of Junk and Unregistered Vehicle Ordinance.** A copy of the proposed ordinance was given to the Board to look at over the next month. Chairman Buth would like to table approving this until December meeting. The proposed Ordinance will be put on the website for the residents to look at.
- F. Discuss new contract with Johnson Block.** After discussion, Supervisor Boos made a motion and Supervisor Jackson 2nd to approve the contract. *MOTION CARRIED 3-0*
- G. Discussion about in-person tax collection policy.** Treasurer, Shirley Boos asked the Board if they feel in-person days/times should be limited due to the COVID-19 pandemic, and also because of the fact that there are not many people that still come in person to pay them. Treasurer Boos was told that she could use the shields that were used for election, and also hand sanitizer and disinfectant. After discussion, the Board told Treasurer Boos that she could select 3 days in December and 1 day in January to collect taxes in person.

VII. Old Business

- A. Set Budget Meeting date:** It was decided that we would schedule a meeting for November 17th to discuss the budget. Then the Public Hearing will be scheduled for November 30th.
- B. Discuss lean-to for Town Shop:** Chairman Buth stated that this was discussed in a special Board Meeting and he has reached out to the Building Inspector. We do have to have zoning approval and also need the plans to be approved by a state-approved architect which Denny has contacted.

VIII. Hearing from Citizens

- A. Bob and Barb Dugan at W667 Herr Rd-**they stated they were approved by the planning committee and were told they would be on our agenda tonight. Clerk Lynn said she never received any paperwork from the zoning department on this. It was decided that we would contact zoning and get the information. Hopefully we will be able to put them on the special meeting agenda on December 17th to discuss/approve their request.
- B. Donn Barnes-**on behalf of the Rome Post of American Legion. He wanted to discuss putting up flag holders on the power poles throughout the Town of Rome instead of in the ground. He asked WE Energies if a permit has to be applied for and they stated we would not need to. Donn stated there are 16 power poles and the Legion would supply the hardware to install them, and Supervisor Boos volunteered the Town employees help if needed.
- C. Denny Stair-**said he talked to some Fire Department volunteers and they told him that there is some excess moisture in the common areas and it's affecting the things in their trophy case. There is a fireman that works at a heating/cooling company that discussed maybe getting some equipment to remedy the situation. He just wanted to inform the Board of this.

IX. Other Non-Action Items: NONE

X. Set next Town meeting: The December 2020 meeting will be held on Tuesday, December 1st at 6:30pm.

XI. Adjourn: Supervisor Boos made a motion to adjourn the meeting with Supervisor Jackson 2nd at 7:40pm **MOTION CARRIED 3-0**

Respectfully Submitted, Dawn Lynn, Clerk