

**Canteen Township
Meeting Minutes
September 14, 2022
6:00pm**

- | | | |
|---|--------------------|---------------------|
| 1. Call to Order: | 6:01 | |
| 2. Prayer: | 6:02 | Angie Rodgers |
| 3. Pledge of Allegiance: | 6:03 | |
| 4. Roll Call: | 6:04 | |
| A. Angie Rodgers | | Present |
| B. Sally Rodriguez | | Present |
| C. Cynthia Gutierrez | | Present |
| D. Michael Kokotovich | | Present |
| E. Norman Miller | | Present |
| F. Kawaii Williams | Clerk | Present |
| (6) Present | (0) Absent | Quorum (Yes) |
| 5. Approval of Previous Minutes: | August 10, 2022 | |
| A. Motion to Approve: | | |
| B. 2nd: | | |
| C. Roll Call: | | |
| 1. Angie Rodgers | | Abstain |
| 2. Sally Rodriguez | | Yes |
| 3. Cynthia Gutierrez | | Yes |
| 4. Michael Kokotovich | | Abstain |
| 5. Norman Miller | | Yes |
| (3) Yes | (2) Abstain | Passed |
- (Note: Michael Kokotovich said in the adjournment it has him and Angie Rodgers voting "yes".
Correction is needed. They were not present)**
- | | | |
|-------------------------------|-------------------|-------------------|
| 6. Bills and Warrants: | | |
| A. Approval of Bills: | | |
| B. Motion to Approve: | | Sally Rodriguez |
| C. 2nd: | | Cynthia Gutierrez |
| D. Roll Call: | | |
| 1. Angie Rodgers | | Yes |
| 2. Sally Rodriguez | | Yes |
| 3. Cynthia Gutierrez | | Yes |
| 4. Michael Kokotovich | | Yes |
| 5. Norman Miller | | Yes |
| (4) Yes | (0) Absent | Passed |

E. Approval of Warrants:

F. Motion to Approve: (to strike) Angie Rodgers

G. 2nd: Cynthia Guierrez

H. Roll Call:

1. Angie Rodgers Yes

2. Sally Rodriguez Yes

3. Cynthia Gutierrez Yes

4. Michael Kokotovich Yes

5. Norman Miller Yes

(5) Yes (0) Absent Passed

7. Old Business: N/A

8. New Business:

A. Selling Business:

B. Motion: (to table) Angie Rodgers

C. 2nd: Sally Rodriguez

D. Roll Call:

1. Angie Rodgers Yes

2. Sally Rodriguez Yes

3. Cynthia Gutierrez Yes

4. Michael Kokotovich Yes

5. Norman Miller Yes

(5) Yes (0) Absent Tabled

(Comments: Trustee Rodriguez would like for Mr. Miller or Ms. Gosa to contact Mayor Leonard Moore to see what permits the Township needs to get from them to sell the building, she will also contact the county and see what direction the Township has to go through to sell the building. Mr. Miller stated the people who pay township monthly for a sign would like to know if they could pay a lump sum.

F. Holiday Events:

G. Motion: Angie Rodgers

H. 2nd: Sally Rodriguez

I. Roll Call:

1. Angie Rodgers Yes

2. Sally Rodriguez Yes

3. Cynthia Gutierrez Yes

4. Michael Kokotovich Yes

5. Norman Miller Passed

(Comments: Trustees would like for me to meet with the people from Mason Clark Middle School to find out how many families we served last year, get a date, time, and what items will be in the boxes. Trustee Rodriguez and Clerk Williams will speak before the next meeting to decide what the Township will donate. The dollar amount presented was \$5000. The tentative date for the Christmas event will be December 17, 2022. Trustee Rodriguez would like to have a Mr.& Mrs. Santa Claus, presents, toys, etc.)

J. Credit Card Statement:

(Comments: Trustee Rodriguez asked Mr. Miller about the statements he stated that he didn't know anything about them because Ms. Gosa handles that. Trustee Rodriguez asked Ms. Gosa and showed her an example of how they keep their records in the Fairmont City office. Ms. Gosa replied " Yes, that is how it's set up in the cabinet." The receipts are stapled to the statements. Trustee Rodriguez stated that's good in case of an audit.)

K. Payroll:

(Comments: Trustee Rodriguez brought in a calendar with the payday marked. She explained when and what days go into each pay period. She brought in a sample timesheet. Every employee should have a timesheet and who should sign it.)

9. Public Comments: N/A

10. Highway Commissioner Comments: N/A

11. Trustee Comments: Have receipts to show.

12. Supervisor Comments: N/A

13. Executive Session: N/A

14. Open Session:

(Reconvene in open session for possible action on items discussed in Executive Session)

15. Adjournment:

A. Motion:

Michael Kokotovich

B. 2nd:

Angie Rodgers

C. Roll Call:

1. Angie Rodgers

Yes

2. Sally Rodriguez

Yes

3. Cynthia Gutierrez

Yes

4. Michael Kokotovich

Yes

5. Norman Miller

Yes

(5) Yes

(0) Absent

Adjourned 7:27 pm

Submitted by:

Kawaii Williams
Kawaii Williams, Clerk