

**Canteen Township
Meeting Minutes
February 8, 2023
6:00pm**

- | | | |
|----------------------------------|------------|---------------------|
| 1. Call to Order: | 6:03 | |
| 2. Prayer: | No | |
| 3. Pledge of Allegiance: | 6:03 | |
| 4. Roll Call: | 6:03 | |
| A. Angie Rodgers | | Absent |
| B. Sally Rodriguez | | Present |
| C. Cynthia Gutierrez | | Absent |
| D. Nicholas Allen | | Present |
| E. Norman Miller | | Present |
| F. Kawaii Williams | Clerk | Present |
| (5) Present | (1) Absent | Quorum (Yes) |
| 5. Approval of Previous Minutes: | | January 25/26, 2023 |
| A. Motion to Approve: | | Sally Rodriguez |
| B. 2nd: | | Cynthia Gutierrez |
| C. Roll Call: | | |
| 1. Angie Rodgers | | Absent |
| 2. Sally Rodriguez | | Yes |
| 3. Cynthia Gutierrez | | Yes |
| 4. Nicholas Allen | | Yes |
| 5. Norman Miller | | Yes |
| (4) Yes | (1) Absent | Passed |
| 6. Bills and Warrants: | | |
| A. Approval of Bills: | | |
| B. Motion to Approve: | | Sally Rodriguez |
| C. 2nd: | | Nicholas Allen |
| D. Roll Call: | | |
| 1. Angie Rodgers | | Absent |
| 2. Sally Rodriguez | | Yes |
| 3. Cynthia Gutierrez | | Yes |
| 4. Nicholas Allen | | Yes |
| 5. Norman Miller | | Yes |
| (4) Yes | (1) Absent | Passed |

(Notes: Trustee Sally Rodriguez agrees to pay every bill except Ameren and Unemployment Social Security. She is requesting that Mr. Miller sits down with Ms. Gosa and get the correct payment amounts. She is also requesting the correct payment amount be sent to her via email.)

7. Old Business

A. Approval of Cameras (ADT)

- | | |
|----------------------|-------------------|
| 1. Motion: | Sally Rodriguez |
| 2. 2nd: | Cynthia Gutierrez |
| 3. Roll Call: | |
| 1. Angie Rodgers | Absent |
| 2. Sally Rodriguez | Yes |
| 3. Cynthia Gutierrez | Yes |
| 4. Nicholas Allen | Yes |
| 5. Norman Miller | Yes |
| (4) Yes | (1) Absent |
| | Passed |

(Notes: Trustee Rodriguez would like for Mr. Miller set up the appointment for installation. Mr. Miller should also inform them that we are tax exempt. Make sure cameras are phone accessible.

B. Resolution 2023-01-23C

C. Resolution 2023-01-25C

- | | | |
|---------------|---|-------------------|
| D. Motion: | (Giving Mr. Miller until Feb.22 to produce items in question) | Sally Rodriguez |
| F. 2nd: | | Cynthia Gutierrez |
| G. Roll Call: | | |

- | | |
|----------------------|-------------------|
| 1. Angie Rodgers | Absent |
| 2. Sally Rodriguez | Yes |
| 3. Cynthia Gutierrez | Yes |
| 4. Nicholas Allen | Yes |
| 5. Norman Miller | Yes |
| (4) Yes | (1) Absent |
| | Passed |

(Notes: Nothing was produced. Mr. Miller has to present job description for Ms. Gosa and Mr. Tucker in writing on February 22, 2023, timesheets should be presented at every meeting.)

H. Resolution 2023-01-25F

- | | | |
|---------------|------------------------------------|-----------------|
| I. Motion: | (to table until February 22, 2023) | Sally Rodriguez |
| J. 2nd: | | Nicholas Allen |
| K. Roll Call: | | |

- | | |
|----------------------|-------------------|
| 1. Angie Rodgers | Absent |
| 2. Sally Rodriguez | Yes |
| 3. Cynthia Gutierrez | Yes |
| 4. Nicholas Allen | Yes |
| 5. Norman Miller | Yes |
| (4) Yes | (1) Absent |
| | Passed |

(Notes: Mr. Miller stated that everything he purchased has a receipt. Need receipts for all credit card statements since April 2021. Mr. Miller stated the receipts will be in the office, he also stated he's not worried about getting the receipts to the Board of Trustees. Nothing was produced to the Board of Trustees.

8. New Business:

A. Discussion of Employees Overtime

(Notes: Trustee Allen suggested that once we get settled and get the job description, we go to bi-weekly pay because there's less confusion. Discussion about Direct Deposit. Only street department should receive overtime.)

B. Keys and Code to building:

C. Motion:

Cynthia Gutierrez

D. 2nd:

Sally Rodriguez

E. Roll Call:

1. Angie Rodgers

Absent

2. Sally Rodriguez

Yes

3. Cynthia Gutierrez

Yes

4. Nicholas Allen

Yes

5. Norman Miller

Yes

(4) Yes

(1) Absent

Passed

(Notes: Mr. Miller doesn't think that everyone should have a key to the building. He is at work everyday. There is no reason for the trustees to have a key or code.)

F. Update on the Audit from Supervisor;

G. Memo from Auditor (Joe Joyner)

9. Public Comments:

(Trustee Williams wanted to know what is the procedure to be hired for Roads and Bridges. Mr. Mena stated when he completed W2s for the 2 employees of Roads and Bridges employees they were done out the Canteen account. He doesn't think they were hired through Canteen.)

10. Highway Commissioner Comments: No one came over for a job. He stated he will start advertising the job openings. He hopes the solar company gives him the stipend he asks for. He is asking for assistance in his book keeping.

11. Trustee Comments: N/A

12. Supervisor Comments: N/A

13. Executive Session:

A. Personnel Discussion

A. Motion:

Cynthia Gutierrez

B. 2nd:

Nicholas Allen

C. Roll Call:

1. Angie Rodgers

Absent

2. Sally Rodriguez

Yes

3. Cynthia Gutierrez

Yes

4. Nicholas Allen

Yes

5. Norman Miller

Yes

(4) Yes

(1) Absent

Passed

Notes: Lawyer (Baricevic) stated he has received information and documents that the employee that does the records and payrolls doing them all wrong. Money may be

missing,there could be massive fines from IMRF,there is a lot she is doing wrong.Mr.Miller has to figure out what he is going to do with Ms.Gosa,he stated he didn't think anything like this was happening.He keeps a copy of every check that comes through the Township in his notebook.Mr.Baricevic stated that Mr.Miller has to determine if Ms.Gosa has to be retained,give a day off,fired,or disciplined.Mr.Miller has to find out what's the problem,why she's not doing her job and what to do about it.The Trustees need a response as to make her accountable or get somebody else. Mr.Miller went back to the notebooks.Mr.Baricevic stated the checks are not right,the numbers are wrong,The IMRF is not being paid and overtime is not correct.

Trustee Rodriguez stated it doesn't look like the correct percentage is getting taken out for IMRF.Rodriguez also stated that Ms.Gosa received a \$1900 paycheck and only \$60.00 was out for IMRF.This year percentage for IMRF is 6.92%.It your job Mr.Miller to make sure the correct amount is being taken out of each check.There is going to be a lot of other people that is going to cause problems and they are going to win.There is Proof.

The reason behind the credit card receipts no one is calling you a thief.Rather Mr.Miller gave someone the credit card,rather it was Juliette,Princess or whoever should have bought a receipt back.Mr.Miller should have Ms.Gosa going and get every receipt.Him and Ms.Gosa should be working together from 8-4 to get every receipt that has been requested from the Trustees from April 2021 until Dec.2022 Mr.Nicholas Allen noticed on the spreadsheet that in one week there was \$450 spent on cleaning supplies and \$100.00 spent in gas.In another week there was \$100.00 spent in gas one(1) day.Mr.Miller asked was that canteen or the Highway Department< Trustee Allen and Rodriguez responded "Canteen"

Trustee Rodriguez stated that they reports from people that Ms.Gosa have been driving around in the van.They don't need to be getting reports because they have their own jobs.Trustee Gutierrez stated they are giving Mr.Miller the benefit of the doubt but if we don't see you doing what actually suppose to be doing we will take legal action. Mr.Miller stated "well take them just quit fooling around" "then I will sue you"

Mr.Baricevic stated, when he started this he thought Juliette was the problem not Mr.Miller. Mr.Miller said the Trustees are coming down on him because Ms.Gosa work at the township.When you go back into open session you can have Mr.Miller to request to report on the subject that you discussed in the next meeting.

Motion by: Sally Rodriguez to go back to regular session
2nd: Cynthia Gutierrez

Rollcall:

Angie Rodgers:Absent
Sally Rodriguez:Yes
Cynthia Gutierrez:Yes

Nicholas Allen:Yes
Norman Miller Jr.:Yes

Back in regular session at 7:31

Open Session

The Board is requesting that Mr. Miller have something in writing on Feb 22, 2023 on the personnel matter that was discussed in the executive session

Motion by: Nicholas Allen

2nd: Cynthia Guterrez

Roll Call:

**Angie Rodgers: Absent
Sally Rodriguez: Yes
Cynthia Guterrez: Yes**

**Nicholas Allen: Yes
Norman Miller: No**

3:Yes 1:Absent 1:No passed

14. Adjournment

A. Motion to Adjourn

**Motion by: Sally Rodriguez
Angie Rodgers: Absent
Sally Rodriguez: Yes
Cynthia Guterrez: Yes**

**2nd: Cynthia Guterrez
Nicholas Allen: Yes
Norman Miller: Yes**

Adjourned at 7:33

Submitted by:

Kawaii Williams

Kawaii Williams/ Clerk