

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

- 1. Call to Order: 6:04 pm**
- 2. Pledge of Allegiance: 6:04**
- 3. Prayer: 6:05 Angie Rodgers**
- 4. Sally Rodriguez will preside over the meeting due to the absence of Supervisor Norman Miller Jr.**

- 5. Roll Call: 6:07 pm**
  - A. Angie Rodgers: Present
  - B. Sally Rodriguez: Present
  - C. Cynthia Gutierrez: Passed
  - D. Nicholas Allen: Present
  - E. : Norman Miller Jr.: Absent

**3: Present                      1: Absent                      1: Passed                      Quorum: Yes**

- 6. Approval of Previous Minutes**
  - A. Motion to Approve February 22,2023  
Motion by:Angie Rodgers
  - A. Angie Rodgers: Yes
  - B. Sally Rodriguez: Yes
  - C. Cynthia Gutierrez: Pass
  - 2<sup>nd</sup>: Nicholas Allen
  - D. Nicholas Allen: Yes
  - E. Norman Miller Jr.: Absent

**3: Yes            1: Pass            1: Absent                      Passed:Yes**

- 7. Bills**
  - A. Motion to Approve Bills  
Motion by: Angie Rodgers
  - A. Angie Rodgers: Yes
  - B. Sally Rodriguez: Yes
  - C. Cynthia Gutierrez: Yes
  - 2<sup>nd</sup> : Nicholas Allen
  - D. Nicholas Allen: Yes
  - E. Norman Miller Jr.: Absent

**4: Yes                                      1: Absent                                      Passed: Yes**

- 8. Old Business**
  - A. Resolution 2023-01-25E ( item was tabled February 8 and 22, 2023)  
Motion by: Angie Rodgers to table until March 22,2023 2nd: Cynthia Guterrez
  - A. Angie Rodgers: Yes
  - B. Sally Rodriguez: Yes
  - D. Nicholas Allen.: Pass
  - E. Norman Miller Jr.: Absent

C. Cynthia Gutierrez: Yes

4: Yes      1: Absent      1: Pass      Passed: Yes

B. Resolution 2023-01-25F ( item was tabled February 8 and 22, 2023)

Motion by: Angie Rodgers to table until March 22,2023 2nd : Cynthia Guterrez

A. Angie Rodgers : Yes

D. Nicholas Allen: Pass

B. Sally Rodriguez: Yes

E. Norman Miller Jr.: Absent

C. Cynthia Gutierrez: Yes

3: Yes      1: Absent      1: Pass      Passed: Yes

C. Keys and Code to the Building for the Trustees ( There should be keys to the gate, door and the office).

Notes: The Trustees requested Clerk Williams get keys made and have them numbered. They are requesting that Mr. Miller gets a code for each Trustee.

D. Installation of Cameras ADT ( Mr. Miller should set up an appointment for installation).

Notes: Trustee Rodriguez will call Mr. Miller on Thursday March 9, 2023 to discuss the price of the cameras.

E. Discussion and Approval of Bi-Weekly Payroll

Motion by: Cynthia Gutierrez to give Authorization to Trustee Rodriguez to provide education and information to Ms. Gosa on New Pay Roll 2nd: Angie Rodgers

A. Angie Rodgers: Yes

D. Nicholas Allen: Yes

B. Sally Rodriguez: Yes

E. Norman Miller Jr.: Absent

C. Cynthia Guterrez: Yes

4: Yes      1: Absent      Passed: Yes

Notes: The employees will get paid on the 14th. This will go into effect March 15, 2023.

F. Approval of Direct Deposit

Motion by: Cynthia Guterrez

2nd: Angie Rodgers

A. Angie Rodgers: Yes

D. Nicholas Allen: Yes

B. Sally Rodriguez: Yes

E. Norman Miller Jr.: Absent

C. Cynthia Guterrez: Yes

4: Yes      1: Absent      Passed: Yes

Notes: Direct Deposit will go into effect May 1, 2023. This will be for Employees, and all elected Officials. The Trustees will make up a Direct Deposit Form that everyone will have to fill out. Everyone will be required to have Direct Deposit.

8. New Business:

A. Copy of Paperwork for the New Copier

Notes: Call Williams Office Machine Company December 01, 2023 to cancel the contract and return the copier. Paperwork was in the Packet.

B. Discussion of the return of the Copier

Notes: No Action or Vote Required

C. Mr. Miller present paperwork for his plan for Canteen Township Building ( Mold in the building)

Motion by: Angie Rodgers until March 22,2023

2nd: Cynthia Guterrez

A. Angie Rodgers: Yes

D. Nicholas Allen: Pass

B. Sally Rodriguez : Yes

E. Norman Miller Jr.: Absent

C. Cynthia Guterrez: Yes

3: Yes

1: Absent

1: Pass

Passed: Yes

Notes: Mr. Miller didn't leave anything in the packet pertaining to his plan.

D. Resolution 2023-01-25

Notes: This Resolution has to do with the Town Hall Meeting that will be held Tuesday, April 11, 2023 at 6:00pm.

E. Resolution 2025-01-25E

Notes: This Resolution has to do with the Website being updated. Which was due February 24, 2023.

9. Public Comment:

Notes: Requesting delay for Road and Bridges Direct Deposit.

10. Highway Commissioner Comment: N/A

11. Trustees Comments: N/A

12. Supervisor Comment: N/A

13. Executive Session

A. Personnel Discussion ( Report from Mr. Miller concerning Employees)

14. Adjournment:

A. Motion to Adjourn

Motion by: Angie Rodgers to adjourn at 6:59

2nd: Cynthia Guterrez