

**Canteen Township
Meeting Minutes
January 24, 2024
6:00 pm.**

1. Call to Order:6:00

2. Pledge of Allegiance: 6:00

3. Prayer:Angie Rodgers

Notes: Supervisor Rodriguez informed the trustees that the clerk is not available this evening. Mrs. Alicia Rosas will be standing in as the Deputy Clerk.

4. Roll Call:6:01

A.Rickie Thomas: Present D. Nicholas Allen:Present
B.Cynthia Gutierrez:Present E. Supervisor Rodriguez: Present
C.Angie Rodgers:Present F. Clerk Kawaii Williams: Absent
Deputy Clerk Alicia Rosas:Present

5:Present Quorum: Yes

5. Approval of Previous Minutes:

***Motion to Approve: January 10, 2024**

Motion by:Nicholas Allen 2nd:Angie Rodgers
A.Rickie Thomas:Yes D.Nicholas Allen:Yes
B.Cynthia Gutierrez:Yes E.Supervisor Rodriguez:Yes
C.Angie Rodgers:Yes
5:Yes Passed:Yes

6. Approval To Approval Bills:

***Motion to Approve Bills**

Motion by: Cynthia Guterrez 2nd:Rickie Thomas
A.Rickie Thomas:Yes D.Nicholas Allen:Yes
B.Cynthia Gutierrez:Yes E.Supervisor Rodriguez:Yes
C.Angie Rodgers:Yes
5:Yes Passed:Yes

Notes: Trustee Rodgers stated she had requested a copy of the reconciliations to see what everything that had been put out from Canteen Township. She wanted to know how often we get reconciliations. Supervisor Rodriguez said the young lady Jodi Pisetta wasn't able to complete it, that's why I hired Carlos Gomez. He is actually an accountant (CPA). We have October-December reconciliations, we are caught up. Mr. Gomez did the W-2's and he also got us caught up with the taxes. If you have any questions feel free to text or email me. I rather you go through me and not the office. Trustee Rodgers also stated if there are any changes or if we are paying out new workers the board should be notified. I know we paid Ms. Rodriguez Jan. 10, how are we paying janitorial service? Are we giving them a check every month? Supervisor Rodriguez answered they only get paid when they come and clean. Alicia and Stephannie asked if someone could come and clean the building because it was dirty this week because of the salt and everything that has been moved from the other rooms. If there is a reason because the young ladies that are cleaning are my daughter that's fine. I have asked several times if anybody has anyone that would like to clean. The only reason they are cleaning is because they have worked with me before and cleaned many houses. Trustee Rodgers said when there is a change in workers the board should know. Supervisor Rodriguez by the By Laws since the pay is under \$500 she does not have to inform anyone. I can have a Memo put out there is a \$200 janitorial job opening at Canteen Township.

7. General Assistance Supervisor Update:

***Currently we have 3 people on assistance**

***GA is currently looking into the the new HB2342 Bill to see what other programs are available to offer & TANF raise of income guidelines through IDHS \$340.00/ we will be paying clients utilities**

***See attached law in your packet**

Notes: The information about the HB2342 bill is in the packet. They will get a \$100.00 check. Alicia stated with the pay going up to \$340.00. We will have a recipient bring in what bills they have (water or electric). So it's not crazy the office staff will determine what bills they will pay each month for that person. They will write a check to the company or pay it online (all receipts will be kept for our records). We are able to purchase Wal-mart gift cards for up to \$240.00 but they will have to bring in the receipts and they will have to sign an agreement. They can't purchase alcohol or tobacco products. If any of these items are purchased they are automatically

disqualified from the program. The gift card will have to be brought back into the office each month to be reloaded. Trustee Allen wants to know can we help with transportation (gas and metro cards). Alicia said "Yes."

8. New Business:

***Carlos Gomez is our new accountant. In your packet are the Financials from October, November & December 2023:**

Notes: Supervisor Rodriguez stated when the bank statements come in Alicia downloads them and Mr. Gomez will come in and do the reconciliations and go through them. Hopefully she will have the financials for the board at the first meeting of each month.

***Auditors CR Williams & Associates- We turned in the Management letter and Management response to finalize 2021 audit**

9. Old Business: N/A

10. Road Commissioner: Rodgers settlement is finalized

***Working on Community Development Block 2024 possibly using for new building/ if not infrastructure in State Park**

Notes: Applying for a \$100,000 grant. I was going to use it on the new building for the demo but I'm not allowed to.

11. Trustees Comment: Trustee Allen did bring the Economic Interests forms to fill out. They are due by the end of the month. Alicia and Stephanie will have to fill one out as well.

12. Supervisor Comments:

*** Attended St. Clair Co. Township Officials Association Meeting:**

Notes: Myself, Nick and Roger attended this meeting last Thursday evening. There are four (4) meetings a month. I learned a lot. I told Alicia we are going to join the Association. There is a lot of good information.

***Torima 2024 update on all Township Assets:** Basic yearly items that we own. The packet is on Alicia's desk. She will complete it. Alicia is also following up with Lisa Menner. She is our multi line for the CCMSI, trying to receive some of our money back on the litigation we had. Between Mr. Weir, Mr. Suarez and Mr. Rodgers case. Even if it's \$60,000 we'll take it and put it back in our accounts. We have claim numbers and just waiting to see what they're going to do.

11.Public Comments:N/A:

12.Executive Session:

***Motion to Approve Executive Session**

Motion by:Cynthia Guterrez(6:20) 2nd:Rickie Thomas

A.Rickie Thomas:Yes

D.Nicholas Allen:Yes

B.Cynthia Gutierrez:Yes

E.Supervisor Rodriguez:Yes

C.Angie Rodgers:Yes

5:Yes

Passed:Yes

13. Open Session:

***Reconvene in Open Session for possible action on items discussed in Executive Session**

Motion by:Cynthia Guterrez (6:25) 2nd:Rickie Thomas

A.Rickie Thomas:Yes

D.Nicholas Allen:Yes

B.Cynthia Gutierrez:Yes

E.Supervisor Rodriguez:Yes

C.Angie Rodgers:Yes

5:Yes

Passed:Yes

Notes: Supervisor would like to get a motion to approve the payment of 2 hours of overtime for Deputy Clerk Alicia Rosas to put on her next payroll for tonight's meeting.

Motion by:Cynthia Guterrez 2nd:Rickie Thomas

A.Rickie Thomas:Yes

D.Nicholas Allen:Yes

B.Cynthia Gutierrez:Yes

E. Supervisor Rodriguez:Yes

C.Angie Rodgers:Yes

5:Yes

Passed:Yes

Notes: Supervisor Rodriguez stated that Trustee Rodgers will sign off on our Decennial package and Trustee Allen will take it up to Saint Clair County tomorrow. We are finished with our Decennial meetings for Road & Bridge and Township. We will be all legal.

14. Adjourn

***Motion to Adjourn**

Motion by:Cynthia Guterrez at 6:26

2nd:Nicholas Allen

A.Rickie Thomas:Present

D.Nicholas Allen:Yes

B. Cynthia Guterrez:Present

E.Supervisor Rodriguez:Yes

C.Angie Rodgers:Yes

5:Yes

Adjourned:6:26

Submitted By:

Kawaii Williams/Clerk

Kawaii Williams