

SILVER CREEK TOWNSHIP BOARD
SPECIAL MEETING MINUTES
March 28th, 2024 at 10:30 AM | Township Hall

Special Meeting called to order at 10:40am

Pledge of Allegiance was recited

Roll Call Attendance– All present- Treasurer Behnke, Clerk Honn, Supervisor Braman, Trustee Feirick, Trustee Glynn

Public comment was offered at 10:42am – no members of the public were present; closed at 10:42am.

Approval of Agenda offered by Clerk Honn and supported by Trustee Glynn was carried with unanimous support with a voice count vote.

Discussions:

Updated Building Inspector Contract – The Board discussed the proposed contract changes and wanted to negotiate some other terms- to be discussed with department head, supervisor, and clerk.

Sexual Harassment Policy – The Board agreed that it was a standard policy and requested it be drafted into a resolution and voted on in the April meeting for approval.

Travel Reimbursement Policy- Several board members did not agree with the travel amounts and some of the verbiage submitted by the Clerk and requested the amounts be increased and revisited at the April meeting.

Credit Card Use Policy – the policy aligned with the Treasurer and Clerk’s operational controls and made sense for the change with the new accounting software. The policy was moved to a motion for an effective date of April 1, 2024.

Bills Payable prior to meeting – this policy ties into the General Appropriations act and allows the Treasurer and Clerk to pay early bills such as utility and credit cards bills as not to receive late fees or interest. The Board agreed that this policy should also be moved to a motion and effective April 1st, 2024.

MOTIONS:

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| Motion Carried by roll call vote to approve the Credit Card Use Policy Resolution 24-08 Ayes-(5) Clerk Honn, Supervisor Braman, Trustee Feirick, Trustee Glynn, Treasurer Behnke Nayes- (0) | <i>Behnke/ Feirick</i> |
| Motion Carried by roll call vote to approve the R24-09 Bills Payable prior to meeting Yes-(5) Supervisor Braman, Trustee Feirick, Trustee Glynn, Treasurer Behnke, Clerk Honn No- (0) | <i>Feirick/ Honn</i> |
| Motion Carried by roll call vote to approve the revised General Appropriations Act Resolution 24-07 as amended Ayes-(5) Trustee Feirick, Trustee Glynn, Treasurer Behnke, Clerk Honn, Supervisor Braman Nayes- (0) | <i>Honn/ Behnke</i> |
| Motion Carried by roll call vote to approve the Cass County Sheriff’s Office contract Ayes-(5) Trustee Glynn, Treasurer Behnke, Clerk Honn, Supervisor Braman, Trustee Feirick Nayes- (0) | <i>Glynn/ Behnke</i> |

Public Comment – opened again, but no comments presented, closed at 12:25 pm

Treasurer Behnke, with support from Trustee Feirick made the Motion to Adjourn at 12:25 pm
and it was carried by voice count with unanimous support.

Supervisor Mick Braman

Clerk Jess Honn