

SUGAR GROVE COMMUNITY BUILDING  
Board Meeting Minutes (in-person)  
January 10, 2023

6:34 PM

Roll Call: Trustee Stalcup, Trustee Sutton, Trustee Kowalczyk

Also, Present: Debbie DeBoer and Marion Bond

Pledge of Allegiance

Public Comment: There is no public in attendance

Approval of Agenda for 1/10/2023 – Agenda reviewed. Trustee Stalcup makes a motion to approve the agenda as presented Trustee Sutton 2nds; Motion carried unanimously.

Approval of Minutes:

- December 13, 2022 - Open Session Minutes - Trustee Stalcup motions to approve the open session minutes from December 13, 2022, Trustee Sutton 2nds; Motion carried unanimously.

Treasurers Report: Administrator (Debbie)

1. The Financial reports include the accounts payable and accounts receivable register for December 16, 2022 through January 12, 2023. The balance sheet is as of January 12, 2023. There is a profit and loss budget vs actual for the fiscal year and an employee payroll report for the current year-to-date.
2. Review and approve Sugar Grove Township Community Building accounts payable for December 16, 2022 through January 12, 2023. Check numbers 11710-11727. We had two Payroll periods: December 29, 2022, and January 12, 2023.
3. Trustee Stalcup motions to approve the accounts payable December 16, 2022 through January 12, 2023. Check numbers 11710-11727; no debit card payment this month and 2 Payroll periods: December 29, 2022, and January 12, 2023. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes Trustee Kowalczyk: yes.

## Committee Reports

### Administrator Report (Debbie)

1. Thursday, December 15<sup>th</sup>, I called AAA Roofing. Great timing. Will discuss water mark in bathroom ceiling. (cast iron pipes). January 5<sup>th</sup> AAA roof came out and installed boot cap on exhaust pipe.
2. Friday, December 16<sup>th</sup>, sink backed up. Lori Powell.
3. Tuesday, December 20<sup>th</sup>, we filed our tax levy.
4. Tuesday, December 20<sup>th</sup>, Scott received a call from Scouts about front door. I was out on Wednesday, call Dennis with Van's lock and Key. He came out. He said it was a "glitch" and flipping the braker cleared it. Will discuss.
5. January 3, closed window by the elevator.
6. Economic interest getting started. Will forward email.

### Scheduler Report (Debbie)

1. Tree Lighting (with cookies and cocoa at the building)
2. Holiday in the Grove
3. One HOA meeting (Rolling Oaks)
4. Three (3) Dining Room party rentals
5. Ten (10) scout meetings (boy/girl/leader mtg)
6. One (1) Senior Lunch
7. One (1) Senior Game Day
8. Clothes Closet
9. Three (3) Gym rentals

Township Building Liaison (Marion Bond).

1. The Airport Authority will be meeting for the first time since Covid.
2. Phil, the county clerk, will be retiring. The Township will be appointing a Clerk to fill the role until the next vote is available.
3. 107 rides were given in 2022 by the end of December.
4. 12 homes are signed up for snow removal this season.
5. One (1) client was helped in December with general assistance (financial).
6. The Township worked on the Holiday Schedule and determined the 2023 holiday dates.

Unfinished Business:

1. We discussed the updated 2023 rental rate sheet. There were minor corrections discussed. The rates and rental agreement are now available online.

New Business:

1. No correspondence this meeting.
2. No Proposals and Quotes

Trustee Kowalczyk makes motion to adjourn open meeting at 7:09 pm. Trustee Sutton 2nds; motion carried unanimously.

Our next regular meeting date: February 21, 2023 at 6:30 pm.