

SUGAR GROVE COMMUNITY BUILDING  
Board Meeting Minutes (in-person)  
May 16, 2023

6:32 PM

Roll Call: Trustee Stalcup, Trustee Kowalczyk (Trustee Sutton – absent)

Also, Present: Debbie DeBoer (Trustee Bobbe – absent)

Pledge of Allegiance

Public Comment: There is no public in attendance

Approval of Agenda for 5/16/2023 – Agenda reviewed. Trustee Stalcup makes a motion to approve the agenda. Trustee Kowalczyk 2nds; Motion carried unanimously.

Approval of Minutes:

- April 18 2023 - Open Session Minutes - Trustee Stalcup motions to approve the open session minutes from April 18, 2023, Trustee Kowalczyk 2nds; Motion carried unanimously.

Treasurers Report: Administrator (Debbie)

1. The Financial reports include the accounts payable and accounts receivable register for April 21, 2023 through May 18, 2023. The balance sheet is as of April 20, 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 April 21, 2023 through May 18, 2023. Check numbers 11807-11837. We had two payroll periods: May 4, 2023 and May 18, 2023.
3. Trustee Stalcup motions to approve the accounts payable April 21, 2023 through May 18, 2023. Check numbers 11807-11837; no debit card payment this month and two payroll periods: May 4, 2023 and May 18, 2023. Trustee Kowalczyk 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Kowalczyk: yes

## Committee Reports

### Administrator Report (Debbie)

1. Our Passport to Fun games and prizes have been ordered. Will discuss along with passport and bag idea.
2. Newsletter draft reviewed and approved (with two corrections).
3. Thursday May 4<sup>th</sup> Cintas was here to check the fire extinguishers and our kitchen hood insp.
4. Sunday, May 6<sup>th</sup> rental was abusing the front doors. Will discuss.
5. Tuesday May 9<sup>th</sup> our Sprinkler system was set up. One sprinkler head was found broken and was replaced.
6. This Friday (May 19) is our Elevator Inspection. I did have to call our Otis the day of Senior Lunch (April 25<sup>th</sup>). Will discuss.
7. Our boiler shut down is scheduled for next week (Tuesday 23<sup>rd</sup>).
8. I have been reaching out to Matt Jackson (formally MJ Mechanical, Now Wiesbrook Sheet Metal). He wasn't responding. I called today and they said he is no longer there. Working with office for quote for our yearly clean and check.

### Scheduler Report (Debbie)

1. Six (6) Dining Room party rentals
2. Nine (9) scout meetings (boy/girl/leader mtg)
3. One (1) Senior Lunch
4. One (1) Senior Game Day
5. Clothes Closet
6. Three (3) Gym rentals
7. 2 HOA rentals (parlor)

Township Building Liaison (John Bobbe).

Trustee Bobbe was absent, but Trustee Kowalczyk read his notes in the meeting.

- The Township and Road District passed their respected budgets.
- Blackberry Creek is flowing currently at 41.3 cubic feet per second.
- Almost all of the slots for lawn mowing for the township are full.

Unfinished Business:

Current status of the basketball hoops was discussed. Waiting for reply from a vendor.

New Business:

1. Review Correspondence.

We received a Thank You from the Library for the open public meetings that were held here.

2. Review Proposals and Quotes

Review Proposals from D&S Painting to paint the gazebo and the garbage enclosure. Trustee Stalcup motions to approve the gazebo painting proposal in the amount of \$2676.00 and the garbage enclosure proposal in the amount of \$490.00. Trustee Kowalczyk 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Kowalczyk: yes.

3. Vote on 2023/2024 Budget

Trustee Kowalczyk makes motion to adopt and approve the Budget and Appropriation Ordinance No. 2023-1 for fiscal year beginning April 1, 2023 and ending on March 31, 2024 for the amount of \$248,950.00. Trustee Stalcup 2nds. Roll Call Vote: Trustee Kowalczyk: Yes, Trustee Stalcup: yes.

Trustee Kowalczyk makes motion to adjourn the open meeting at 7:27 pm. Trustee Stalcup 2nds; motion carried unanimously.

Our next regular meeting date: June 20, 2023 at 6:30 pm.