

**Minutes from the  
Almira Township Board Special Meeting  
November 26, 2012  
7:00 p.m.**

Supervisor, Mark Roper, called the special meeting of the Almira Township Board to order at 7:00 p.m. at the Almira Township Fire & EMS Facility.

**Members Present:** Matt Therrien, Mandy Gray Rineer, Mark Roper, Ann Beaujean and Tammy Clous

**Additions/Deletions to Meeting Agenda by Board and Citizens:**

- L. Adding Pool Position Individuals
- M. Water Heater Bids

**Approval of Meeting Agenda:** *Motion by* Therrien, and supported by Beaujean, to approve the meeting agenda as stands with the additions. All ayes, motion passed.

**Brief Public Input:** None

**Guests:** None

**New Business:**

- A. Discuss New Board Direction:** Discussion took place and Therrien stated we are going to precede with the current agenda items and continue from there.
- B. December Meeting Date and Time:** *Motion by* Therrien, and supported by Beaujean to change the December Regular Township Board meeting from December 10, 2012 at 5:00 pm to December 12, 2012 at 7:00 pm. All ayes, motion passed. *Motion by* Roper, and supported by Therrien to set Regular Board Meeting Dates to Second Monday of Each month at 7:00 pm. All ayes, motion passed.
- C. Fire and EMS Position:** Discussion took place on how we wanted to proceed with filling the Almira Township Emergency Services Manager. It was stated that Steve Puchovan has served in this position for the last 14 years. Roper stated he would be willing to also fill this position. *Motion by* Therrien, and supported by Gray Rineer, to make Steve Puchovan the interim Emergency Service Manager until the end of the Township Fiscal Year (3-31-13) All ayes, motion passed.
- D. Union Lawyer:** Supervisor Roper presented two bids to the board for consideration. Discussion took place as to pro and cons of each firm. *Motion by* Beaujean, and supported by Gray Rineer to retain Cohl, Stoker & Toskey, P.C. for Union Negotiation for Employees. All ayes, motion passed.
- E. MTA Training:** Material was presented by the Clerk regarding an upcoming MTA Training for new Township Officials. All board members expressed interest in attending. *Motion by* Roper, and supported by Therrien for all board members to have the option to attend the MTA Training if they choose.
- F. Holiday Office Hours:** The Office will be Open on December 26 & 27 as well as January 2 & 3 during the Christmas and New Year's Holiday Season.
- G. Committee Appointments:** Reviewed what committees have terms ending the end of this calendar year and asked that the current board members to consider what committees they may wish to sit on and please let the Supervisor know your choices by the December 12<sup>th</sup> board meeting.

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- H. **Office Hours:** Discussion took place on if we feel a need to change the current office hours. It was decided that the current hours would serve the community well at this time but to be sure to let the community know that Friday hours are available by appointment.
- I. **Website:** Discussion took place as to trying to keep updated and the need for a master website individual. Diana Nolan stated the need for someone to contact LIAA to be trained on our website and how to make changes and manage it. She will bring the contact information that she has so we can contact them and set up training. Diana is willing to make changes until we get training.
- J. **Computer Issues:** Discussion took place as to the need for someone in the office to be designated as the Computer Administrator to handle day to day issues without having to contact our IT individuals.
- K. **How to Open Board Meetings:** Discussion took place and decision was made to make no changes to how we open board meetings
- L. **Adding Pool Position Individuals:** Discussion took place and the decision was made that individuals only need to have the Fire and EMS Department Officers and Department Head Approval to be added to pool position list with documentation to the Clerk.
- M. **Water Heater Bid:** The Water Heater in the Fire and EMS Facility is leaking and needs to be replaced. Motion by Therrien, and supported by Gray Rineer to have CH Mechanical replace Fire & EMS Water Heater with a 75 gal water heater for the amount of \$1920.00. Roll call vote Roper, Yes; Therrien, Yes; Beaujean, Yes; Clous, Yes; Gray Rineer, Yes; motion passed.

**Old Business:** None

**Extended Public Input:**

Steve Puchovan, Fire & EMS Manager, brought up possible need for a staff meeting to talk to all employees and get their concerns. Puchovan also stated the need for a decision to be made on how to handle zoning issues currently and have a long term plan in place by spring. Vance Bates stated that he has seen a new home based business in the Township as was asking that it be checked to make sure the proper steps were taking with the Township for such a business to be started.

**Board Comments:** None

**Adjourn:** There being no other business Supervisor Roper adjourned the meeting at 9:15 p.m.

Tammy Clous  
Almira Township Clerk