

Town of Sullivan Sanitary District No. 1

Meeting Minutes

Monday March 13, 2023 at 5:00pm

- I. **Call to order:** Chairman Paul Goeglein called the meeting to order at 5:00 pm
- II. **Roll Call:** Chairman Paul Goeglein, Commissioner Wayne Boos and Clerk Bauer were all present. Commissioner Ron Auerbach was absent.
- III. **Verification of Proper Notice:** Clerk Bauer said the agenda was posted on the board outside the Town Hall, and the Town of Sullivan website.
- IV. **Approval of minutes:** Wayne made a motion and Paul 2nd to approve the minutes from the regular January meeting. **MOTION CARRIED 2-0**
- V. **Financial Report:** Clerk Dawn Bauer had the Financial Report along with a list of bills to pay to present to the Commissioners. Wayne made a motion and Paul 2nd to approve the report and the payment of the bills **MOTION CARRIED 2-0**
- VI. **Clerk Correspondence:** N/A
- VII. **Chairman Correspondence:** N/A
- VIII. **Town & Country Engineering Report:** Ben was not present to give a report.
- IX. **Operators Report:** No one was present to give a report.
- X. **New Business:**
 - a. **Approval of Pay Request #23:** After looking at the pay request information, and discussion, Paul made a motion and Paul 2nd to pay the Commission for Pay Request #23. **MOTION CARRIED 2-0.**
 - b. **Discussion about hiring a company to handle the District's accounting/payroll:** Clerk Bauer stated that the 2021 audit is done, and Johnson Block had a few things that needed to be addressed. They developed a "Corrective Action Plan" with one of the things on there being a "Lack of Segregation of Duties". They said that in small municipalities like ours, they do not have separate people for each one of the duties (approving invoices, cutting checks, signing checks, depositing checks, etc). Therefore the Commission members are the ones that provide the checks and balances of the finances each month according to the reports that the Clerk runs. Chairman Goeglein suggested talking to Tara (from Johnson Block) to see if they could oversee some of the responsibilities or know a firm that can do it in order to provide better checks and balances.
- XI. **Old Business:**
 - a. **Discussion of West emergency egress:** Tom from the campground found a certified survey document that shows there is/was an emergency egress next to where the new plant is being built. Chairman Goeglein asked Clerk Bauer to send it to Ben from Town & Country so he can see it. Also, he suggested that maybe they could borrow the Town's metal detector, to see if there is anything along there that would indicate where it was located.
 - b. **Discussion about lift station improvements:** Tom from the campground stated there are no updates and they are still waiting on Next Electric to have the time to come on site and will contact Tom at that time.
- XII. The next meeting will be Monday, April 10, 2023 at 5:00pm
- XIII. Wayne made a motion with Paul 2nd to adjourn the meeting at 5:40 pm. **MOTION CARRIED 2-0**

Respectfully submitted, Dawn Bauer, Clerk