

**Township of Alabaster Board of Trustees**  
**Regular Meeting**  
**October 12, 2020**  
**Alabaster Township Hall**  
**AlabasterTownship.com**

1. Welcome & Pledge

- The Alabaster Township Board of Trustees regular meeting was called to order by supervisor Stephanie Wentworth at 5:00pm on Monday, October 12, 2020.

2. Roll Call and Recognition of Visitors

Board Members:

Supervisor: Stephanie Wentworth	Present
Clerk: Jasmine Tubbs	Present
Treasurer: Lorraine Paskiewicz	Present
Trustee: Jeanne Lutes	Present
Trustee: Joe Czaika	Present

Visitors:

Lisa Ernst	Gracik & Gracik
Heather Huffstutler	Huron Pines
Ben Seago	APM
Jim Sheehan	USG
Brad Jenson	Huron Pines

3. Approval of Meeting Minutes

- *Czaika made a motion, seconded by Tubbs, to approve the September 14, 2020 regular meeting minutes as written. Roll Call: Ayes-Wentworth, Paskiewicz, Lutes, Czaika, Tubbs; Nays-none. The motion passed.*

4. Treasurer's Report

- Paskiewicz presented the September 2020 treasurer's report.

5. Clerk's Report – Bills, Status, Elections, Cemetery

- *Bills: Tubbs made a motion, seconded by Paskiewicz, to pay the September bills totaling \$50,242.05. Roll Call: Ayes-Wentworth, Paskiewicz, Lutes, Czaika, Tubbs; Nays-none. The motion passed.*
- *Elections: Tubbs stated the Election Committee met and Election Inspectors have been assigned and trained.*

6. Communications

- *Lutes made a motion, seconded by Wentworth, to pay S.T.I.N.G bill totaling \$681.81. Roll Call: Ayes-Wentworth, Paskiewicz, Lutes, Czaika, Tubbs; Nays-none. The motion passed.*
- *FMEA has provided a report about flood insurance in the area. See document attached.*
- *Charter Communications will be changing customer billing and due dates starting October 31, 2020.*
- *Sharon Czaika has provided a digital copy for all the plants along the Bike Path.*

7. Zoning Administrator Report

- *Tim Freel, Township lawyer, is working on the Patterson shed violation to get it resolved.*

8. Planning Commission Report

- *Site Plan review for 1702 S. US23 has been scheduled for October 22, 2020 at 4:30pm*

9. Bike Path Report

- New bench was purchased for George & Peg Hoerner by friends and neighbors. The Hoerner family is donating \$500 for Bike Path maintenance.

10. Old Business

- none

11. New Business

a. 2019/2020 Audit

- Lisa Ernst from Gracik & Gracik, presented a summary of the audit. Copies are available upon request.

b. APM Annual Report

- Ben Seago from APM, presented a season-end summary on mosquito control. *See attached document.*

c. Expenditure - Revenue Report

- Revenue and Expense report for August 2020 was reviewed and initialed by Board.

d. Huron Pines Proposal & Discussion

- Heather Huffstutler and Brad Jenson from Huron Pines presented the partnership agreement between Huron Pines and Alabaster Township. *See attached document.*
- *Czaika made a motion, seconded by Lutes, to engage Tim Freel for a legal review of the Huron Pines 2020 partnership agreement between Huron Pines and Alabaster Township. Roll Call: Ayes-Wentworth, Paskiewicz, Lutes, Czaika, Tubbs; Nays-none. The motion passed.*

e. Equipment Needs

- Tubbs presented equipment needs to upgrade printer/scanner/fax machine, computer for the clerk and BS&A software and the need for an external storage device.
- *Czaika made a motion, seconded by Tubbs, to purchase new equipment, not to exceed \$3,000.00. Roll Call: Ayes-Wentworth, Paskiewicz, Lutes, Czaika, Tubbs; Nays-none. The motion passed.*

12. Public Comment

- none

13. Adjourn

- *Lutes made a motion, seconded by Czaika, to adjourn meeting. At 7:10pm the October 12, 2020 Regular Meeting of the Alabaster Township Board of Trustees closed.*

Respectfully submitted,

Jasmine Tubbs, Clerk