

MILLEN TOWNSHIP *SPECIAL* MEETING MINUTES

Date: November 20, 2020

Time: 12:00 pm

Place: *Barton City Park Pavilion in order to practice Covid-19 Social Distancing with Masks*

- **Call to Order and Pledge of Allegiance**
- **Attendees:**
 - **Current Board:** Supervisor J. Burger, Clerk G. Burger, Treasurer Bartlett, Trustee Dorr, Trustee Hoornstra
 - **Newly Elected Board:** Supervisor Dennis Smith, Clerk Cathy Ostrander, Treasurer Barbara Bartlett, Trustee Jeff Somers, Trustee Scott Kosal, Deputy Clerk Nancy Newberger, Deputy Treasurer Naomi Cox
 - **Others:** Pete Ostrander, Eric Newberger, Warren Leesberg
- **New Business :**
 - a. Transition meeting from current board to newly elected board members.
 - b. Transfer of any equipment and miscellaneous township property associated with clerk and supervisor roles. Supervisor (J. Burger to D. Smith) – laptop Computer/cartridge, printer, connections, 64G thumb drive; Clerk (G. Burger to C. Ostrander) – desktop computer, election laptop, files and office supplies. Transition to be completed on 11/20/2020 immediately following meeting.
 - c. Meetings to be held virtual in the future due to Covid-19 restrictions. Next meeting per schedule is December 7.
 - d. Supervisor also recommends contacting an Eagle Club trustee (Jeff Sutton, Tom Davis or Earl Remilong) if access to Township Building space is required. The Eagles Club main building is currently closed due to Covid-19.
 - e. Supervisor recommends new “MTA Authority and Responsibilities Book” for new members. New Clerk to order two additional copies for Trustees.
 - f. Reminder that new Planning Board members and Board of Review members to take Oath of Office by January.
 - g. Treasurer Bartlett collected new member contact information. She will take the meeting minutes to Huron Community Bank so they are aware and can prepare new signature cards for the two township accounts. The new clerk, new deputy clerk, treasurer, deputy treasurer will be contacted when signature cards are ready at the bank so they can go in to sign them. The current signees are to be deleted as signers from the accounts. Clerk Burger distributed new hire forms. Annuity forms to be completed and returned to New Clerk Ostrander for delivery to Lappan-Alpena.
- **Adjourn** – Motion to adjourn by Trustee Hoornstra, motion carried.
- **Oath of office** administered to new board members by Clerk Gloria Burger.
- **Next Meetings:** *December 7, 7:00 pm by virtual Zoom Meeting (electronic invitations to follow)*

Respectfully submitted by Cathy Ostrander, Millen Township Clerk