

# ANNUAL MEETING AGENDA

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## LEE TOWNSHIP BOARD OF TRUSTEES

May 7, 2020

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**READING OF THE MINUTES**

**SAFETY MEETING:**

- All employees* should be in attendance at each meeting for the safety meeting.

**OPEN FLOOR TO VISITORS**

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**OLD BUSINESS**

- Projects that need completed:

- Filters in the gym air handler need removed and cleaned and dried and put back in.

- The two new flag poles for Sardis and Mt. Olive Cemetery need installed. They are on the stage in the gym.

- The ramp down into the kitchen and pad will be completed sometime in the spring by Phil Hulsey.

- USDA Grant/Loan Application for Tractor with Mower

- The tractor was delivered on April 20<sup>th</sup>. A request has been submitted for the moneys from the Grant/loan.

- Kevin is continuing to work with Laura Adcock of the Ohio EMA. The Ohio EMA has submitted a requested for additional funding for the project on TR 479.

- Filing extension for completion for our projects until October 2020.

- WV Hot Spot has vacated the building effective April 1<sup>st</sup>. Turned in all keys. No payments have been received for Feb., March, or April as agreed in the rental lease. How do we want to handle the broken lease for WV Hotspot

- An application for a line of credit was faxed to A & A Supply. No correspondence received back yet.

- There is a credit at NAPA Auto Parts. If there is a need for any parts, check there so we can receive our credit reimbursement.

**NEW BUSINESS**

- We have received a quote from Swiss Valley for the restroom/shower upgrades to handicap accessible

- Contract with Stewart's Lawn Care needs to be signed. He needs to sign one and return it to us.

- Road maintenance agreements with Montage need reviewed and signed

- Rent for the shops. Due to Covid-19, and having to be closed, what do we want to do about rent

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- Sign payroll certifications

**SIGN PURCHASE ORDERS, BANK RECONCILIATION & CHECKS**

- ADJOURNMENT:** Motion made by: \_\_\_\_\_ 2<sup>nd</sup> by: \_\_\_\_\_