

Helga Township  
Special Meeting of Township Board of Supervisors  
Organizational Meeting Minutes of  
January 2, 2018

**PRESENT:** Don Clay-Chairman, Supervisors; Jim Lyle, Joanna Olson Hammerstrom, Jeff Schussman, Treasurer-Terri Westin, Clerk-Sue Adkins

Meeting called to order, 7:00 pm, Pledge of Allegiance recited

**Town Officers:**

Board assignments and current duties were discussed.

**Motion** made by Jeff Schussman to have Don Clay be the Chair for the 2018, **Seconded** by Joanna Olson Hammerstrom, by a show of hands, Unanimous yeas, **motion carried.** Don Clay abstained

**Motion** made by Jeff Schussman to have Jim Lyle be Vice Chair for the 2018 year, **Seconded** by Joanna Olson Hammerstrom, by a show of hands, Unanimous yeas, **motion carried.** Jim Lyle abstained

**Motion** made by Don Clay to have Joanna Olson Hammerstrom continue to be building Administrator, **Seconded** by Jeff Schussman, by a show of hands, Unanimous yeas, **motion carried.** Joanna Olson Hammerstrom abstained

**Motion** made by Joanna Olson Hammerstrom to have Don Clay be the Cemetery supervisor, **Seconded** by Jim Lyle, by a show of hands, Unanimous yeas, **motion carried.** Don Clay abstained

**Motion** made by Jeff Schussman to have Joanna Olson Hammerstrom be the new Fire Supervisor, **Seconded** by Don Clay, by a show of hands, Unanimous yeas, **motion carried.** Joanna Olson Hammerstrom abstained

**Motion** made by Jeff Schussman to continue to have Don Clay be the Road Supervisor for the 2018 year, **Seconded** by Jim Lyle, by a show of hands, Unanimous yeas, **motion carried.** Don Clay abstained

**Motion** made by Don Clay to have the check signers be the same as 2017, **Seconded** by Jeff Schussman, by a show of hands, Unanimous yeas, **motion carried.**

**LBAE:** Joanna Olson Hammerstrom will take the training

**Motion** made by Jeff Schussman to have Joanna Olson Hammerstrom take the LBAE training, **Seconded** Don Clay, by a show of hands, Unanimous yeas, **motion carried.** Joanna Olson Hammerstrom abstained

**Employee Compensation:**

Discussion on the amount of pay: Planning & Zoning secretary taken out, Equipment operator added, Phone taken out, Clerk stipend increased

**Motion** made by Don Clay to increase the stipend for the clerk to \$600 a month, **Seconded** by Jeff Schussman, by a show of hands, Unanimous yeas, **motion carried.**

**Motion** made by Don Clay to accept the resolution for compensation with the discussed changes from last year; Clerk stipend to \$600, add equipment operator at \$25 an hour and add Land Use pay, take out phone reimbursement, **Seconded** by Jim Lyle, by a show of hands, Unanimous yeas, **motion carried.** Resolution was signed

**Land Use Administrator:**

Discussion on land use administrator position. Jeff Schussman will remain the Land Use Administer.

**Motion** made by Don Clay to have Jeff Schussman remain the land use administrator at a monthly stipend of \$500 and \$15 per permit, will need to fill out affidavit, **Seconded** by Jim Lyle, **motion carried.** Jeff Schussman abstained. A new resolution for LUA was signed.

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**Meeting Dates Discussed:**

- Board of Audit and Budget Meeting: February 13th, 2018, 7:00 pm
- Annual Meeting: Tuesday, March 13<sup>th</sup>, 2018 at 7:00 pm
- Local Board of Equalization and Road Review will be set later
- Regular Board Meetings and Planning & Zoning combined, 4<sup>th</sup> Tuesday, 7:00 pm,
  - Except December's meeting -12/18/18 at 7:00pm
- Organizational Meeting new board members: Tuesday, January 8, 2019, 7:00 pm

**Motion** made by Don Clay to have the board of audit/budget meeting on February 13, 7:00 pm, Annual meeting is a set date, LBAE to be determined, Regular meeting the 4<sup>th</sup> Tuesday of the month except for December which will be 12/18 and a organizational meeting 1/8/19, **Seconded** by Jeff Schussman, by a show of hands, Unanimous yeas, **motion carried.**

Other Scheduled meetings:

- Jan 23 6:30 Spl CUP & Reg meeting 7:00
- Jan 30 7: 00 Spl Rd/Ordinance/Job Mtg

2 other CUP meetings in the works

**Adjourn Meeting:**

**Motion** to adjourn made by Don Clay, **Seconded** by Jeff Schussman, **motion carried.**

Meeting adjourned at 8:20 pm.

Respectfully Submitted,

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Susan Adkins, Clerk

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Donald Clay, Chairman