

**MINUTES
SPECIAL BOARD MEETING
BOARD OF TRUSTEES
SOUTH LYONS TOWNSHIP SANITARY DISTRICT
April 13, 2005**

CALL TO ORDER:

The Board of Trustees of the South Lyons Township Sanitary District met for a special meeting at 6:00 p.m. on Wednesday, April 13, 2005 at the District offices. Trustee Peck called the meeting to order, Trustee Anderson called the roll:

Present: Trustees Peck, Felice and Anderson

Also present: Supt. Tom Robinson, Treasurer Linda Bugielski, and Jack Spinato

REVIEW OF OFFICE PROCEDURES

Trustee Peck asked Linda, being new to the district, to report to the board any concerns or questions she may have on office procedures and the management of the financial programs implemented. She informed the board that after going through the Fund Accounting System, and being familiar with most governmental financial procedures, she feels that she will be able to navigate through it without any formal training. She did indicate some confusion on the Sanitary District's procedures and asked questions on the steps and procedures involved in maintaining the sewers, the billing and permit process.

The Board all agreed that it would be good public relations to have Linda join the Rotary.

The board discussed the prospect of signing a new lease for the office. They decided that they would request the following items done:

- to have the office painted
- have all of the exposed wiring covered
- new carpeting
- correct the heating problem

After some discussion the Board decided that they would put on the April Board Meeting Agenda the pricing for the annual billing.

The board decided to give the previous treasurer's pager to John Walsh.

The board discussed purchasing a truck for district use.

ON A MOTION BY TRUSTEE TOM PECK AND SECONDED BY TRUSTEE SUSAN FELICE TO ADJOURN THE SPECIAL MEETING OF THE BOARD OF TRUSTEES AT 6:30 PM WAS UNANIMOUSLY APPROVED.

Respectfully Submitted:

Louis Anderson, Secretary/Clerk