

**Minutes of Regular Meeting of Spencer Township Board**  
**Spencer Township Hall**  
**Tuesday, November 17, 2020 at 7:30 p.m.**

1. **Supervisor Knapp called the meeting to order.**  
Present: Fase, Baas, Wright & Wood  
Absent: Knapp
2. **Supervisor Baas led the Pledge of Allegiance to the Flag.**
3. **Approval of October 20, 2020 Minutes:**  
Motion was made to accept minutes as is by Wood and supported by Fase. Motion carried.
4. **Approval of payment of bills:**  
Motion was made by Wood and supported by Fase. Motion carried.
5. **Baas presented the Financial Report:**  
Motion was made by Wood and supported by Fase.
6. **Public Comments/Presentations - (relevant to Township business. Time limit: 3 min.) –**  
None.
7. **Communications - none**
8. **Reports:**
  - ❖ **Fire Chief's Report**  
Alan Wright read fire report as of October 31st we have had 289 calls.
  - ❖ **Library Report – no report**
  - ❖ **Supervisor Report – .**
  - ❖ **Planning & Zoning Report –** There was a Public Hearing on November 11, 2020 at 7:30 p.m. Baas read minutes
9. **Unfinished Business**
  - a. Office remodel presented by Knapp in October. Budget adjustments were made to show money available. Motion made by Sharon to accept bid as is, not to exceed \$17,800 seconded by Wood. All yes, motion was passed unanimously
  - b. Budget amendments were motioned by Baas and second by Wood, motion was passed unanimously.
  - c. Financial & Asset Management Policies and Employee Policy & Procedure Manual, were motioned by Wright to be accepted as a starting Policy but does need fixing of items that do not apply to our township or need to be corrected, seconded by Fase. Motion was passed unanimously.
10. **New Business**
  - a. Private Streets - Presented by Baas, second by Wood. Yes – Fase, Baas, Wright, Wood (Knapp absent)
  - b. Residential PUDs – Presented by Baas, second by Wood. Yes – Baas, Wright, Fase, Wood (Knapp absent)
  - c. Auditor & Lawyer talking about township changing Clerks program over to BS&A for more transparency. Clerk Wright said only if she get paid for training.
11. **Board Comments –** Thank you Sharon Fase for serving the citizens' of Spencer Township. It was a pleasure.
12. **Adjournment**  
Motion was made by Baas and supported by Wood at 8:15 pm. Motion carried.