

**Morgan Town Special Meeting
Thursday November 10, 2022**

Meeting Minutes

1. Meeting called to order 8:54 am by Town Chair, Lori Witthuhn.
2. Pledge of Allegiance recited.

Attendance: Town Chair, Lori Witthuhn, Supervisor, Jeff Folts, Supervisor Ron Korzeniewski, Town Clerk- Erin Mooers

3. Approval of agenda.
 - a. Change of Sequence- Lori requested to move item #11 to the top of the agenda.
 - b. Removal of Items- no items to be removed.

Supervisor Folts motioned to accept the changes; Supervisor Korzeniewski second. M/C

4. Meeting minutes for special meeting 10/29/22 approved. Supervisor Korzeniewski motioned to accept as written; Supervisor Folts second. M/C
5. Meeting minutes for special meeting 11/03/22 approved. Supervisor Korzeniewski motioned to accept the changes; Supervisor Folts seconded. M/C
6. Discussed budget and timeline. Attended zoom meeting with Wisconsin's Town Association (WTA).
 - a. Discussed budget Public Hearing guidelines.
 - b. Discussed Special Electors Meeting.
 - c. Reviewed Levy Limit Resolution form.
 - d. Discussed how not currently having a sitting treasurer is affecting these items; WTA suggested utilizing an outside Certified Public Accountant (CPA). WTA suggested Kerber Rose. Lori suggested Vorpahl's Business Services.
 - e. Discussed punishments and fines if the items to the Department of Review are submitted late. Deadline is Dec 15th.
- Off Topic- WTA discussed the issues with quorums when trying to work out budgets.
 - f. Erin & Lori to continue working on budget together.
 - g. Discussed board members' salaries; mutually decided board will not take an increase this year.
7. Treasurer duties: Former Chair & former Treasurer have been removed from the banking information. New Chair, Lori Witthuhn has been added. We still need a third signature to process payments.
 - a. Supervisor Korzeniewski motioned to advertise for treasurer; Supervisor Folts seconded. M/C
 - b. Supervisor Folts motioned to contact a Certified Public Accountant (CPA) or tax firm to assist with finances until a treasurer can be found; Supervisor Korzeniewski seconded. M/C

8. Issues with the door locks; the combination code recently stopped working; two spare set of door keys were made for access.
 - a. Discussed issues with the current office door locking mechanism and the key storage system.
 - b. Supervisor Korzeniewski motioned to get quotes for a new locking system for the office door which would allow tracking of individuals in and out of the office as well as a locking mechanism for the key storage/ lock box door; Supervisor Folts seconded. M/C
9. Discussed public posting locations; the keys/ locks to access the glass windows do not function properly. Postings are being taped to the windows and they go missing.
 - a. The board at the fire station is rotting and has mold in the cork-board. Supervisor Korzeniewski to find out who is responsible to repair/ replace the board at the fire station.
 - b. Discussed and reviewed posting at Hilltop bar. Access to the postings do not meet the requirements for ADA purposes.
 - c. Key and lock on the board at the Town Hall does not work. Supervisor Folts motioned to get to purchase a new lock mechanism; Supervisor Korzeniewski seconded. M/C
 - d. Will table discussion on moving the 3 posting places until more discussion can be had.
10. Discussed and reviewed conduct of board members.
11. Public Comment- move to the top of agenda- No comments from the public.
12. Meeting adjourn @ 10:40 AM, by Town Chair, Lori Witthuhn

Minutes submitted by: Clerk Erin Mooers

Approved on _____

Lori Witthuhn, Town Chairperson

Ron Korzeniewski, Supervisor

Jeff Folts, Supervisor

Erin Mooers, Town Clerk