

## **Special Town Board Meeting**

**May 20, 2023**

**A special town board meeting was held in the Town Hall Building at 9:00 AM on Saturday May 20<sup>th</sup>, 2023.**

**All open meeting laws have been complied with for this meeting.**

**Present Chairman David Robers, Supervisor 1 Jamie Morin Supervisor 2 David Clarbourn.**

### **Call to order**

**Chairman David Robers called the meeting to order.**

The board members reviewed the following items to become more familiar with the overall operations of the following equipment:

**Town of Sugar Creek Email account:** David Robers has access and there is access from the clerk's computer. It was also discussed that each board member should have their own designated email boxes. This will require further research.

**Quick Books account(s)** reviewed the Quick books account and we determined to have Bill Kalt come in and review the system.

**The electronic sign Bulletin board.** The electronic sign was updated with meeting and requested notifications to be displayed.

**Sugar Creeks Website:** We updated the website with the future agendas and meeting notices reviewed the emails from the website. There are concerns about the emails coming in from the website (Spam and unwanted emails). More research will be needed to update correct this concern.

The board members agreed at this time to have David Clarbourn to research and oversee at this time the clerk's computer system, the electronic sign and Sugar Creeks website with a follow up to the other board members of any concerns and needed requests to these system(s).

David Clarbourn made a motion to adjourn David Robers 2<sup>nd</sup>. Meeting Adjourned at 11:00 AM.

Motion Carried unanimously.