

# AGENDA

## TOWN OF PLOVER BOARD MEETING

TOWN HALL - 5081 HOOVER AVENUE – SOUTH

Wednesday - 6 pm – September 23, 2020

(Meeting scheduled until 8 pm, will reconvene to later date to finish agenda items remaining)

### Call to Order

1. Correspondence and Communications
2. Public Comments

**PUBLIC NOTICE: MEMBERS OF THE PUBLIC WHO WISH TO ADDRESS THE BOARD ON SPECIFIC ITEMS MUST REGISTER THEIR REQUEST AT THIS TIME. AS SET FORTH IN ROBERT'S RULES OF ORDER, SUCH COMMENTS ARE SUBJECT TO THE REASONABLE CONTROL OF THE BOARD CHAIRMAN (limited to 2 minutes)**

### DISCUSSION/POSSIBLE ACTION:

3. Minutes to be presented to the board.
4. Reconciled bank statements, budget adjustments, and cash summary report.
5. Pay bills and sign voucher list.
6. Town hall roof bid.
7. Set & Posting of Halloween hours.
8. Rent brush cutter for clearing road right away.
9. Town of Plover Plan Commission appointments/members status
10. FEMA reporting from last years storm reimbursement.
11. Handling of election absentee ballots, ballot drop box plan and signage, election security.
12. Decision on ordering plexi-glass barriers and face shields for election.
13. Policy and procedures for handling keys to town buildings.
14. Town board review minute book/agenda book.
15. Personnel policy handbook regarding state retirement, employee work hours.
16. Use and work direction for clerical help.
  - Administrative Assistance
  - Elections
17. Town web site
18. State retirement criteria and requirements
19. Documentation of clerk's hours to satisfy state retirement program needs.
  - Use of time clock
20. State Retirement criteria and requirements.
21. Mileage reimbursement.
22. Town hall office hours.
  - Posting – on hall, posting board, website
23. Town invoices
  - Procedure in office
  - Assembly with vouchers
  - Control of check, vouchers and invoices
24. 2020 Audit update.

