

SHERIDAN TOWNSHIP -MECOSTA COUNTY

Desk of the Clerk- Christina Martin

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****APPROVED ****

MINUTES: December 1, 2016- 7:00pm Supervisor Vern Young called the meeting to order at 7:00 pm with the pledge to the flag. Roll call shows present Vern Young, Christina Martin, Butch Hardenburgh, Shirley Sprague, and Johanna Hopkins. Also present 8 visitors.

Additions to the agenda: Lynn Wernette & Paula Taylor's letters were presented. They would both like to be considered for the Board of Review positions.

Assessor's Report: There were 26 additional reassessments done this last month and sent to the clerk.

Public Comment: Audrey Dubois- meeting dates for the Mecosta County Association Meeting.

1/30/17@Millbrook Township, 4/24/17@Morton Township, 7/31/17@Sheridan Township, & 10/30/17@Wheatland Township. The meetings start at 7:00 however in July they usually have a hot dog roast at 6:00, which we would be hosting, and in January it is usually a potluck that would also start at 6:00. Audrey Dubois- On December 6th at 6:00PM the Wheatland Township Library will have Officer White speaking on the heroin and carfentanyl epidemic in the State of Michigan.

Minutes: The regular meeting minutes from November 3, 2016 were presented as written. Motion made by Shirley, seconded by Christina to approve the minutes. Motion carried.

Treasurers Report: The Treasurer shows a balance of \$102,303.74 in the general fund account and a CD worth \$50,000. Treasurer's report for Winchester Subdivision Special Assessment Account shows a balance of \$1,465.74. Treasurer's report for Lackies Birch Haven #1, 2, 3, & 7 Special Assessment Account shows a balance of \$3,895.57. Motion made by Christina, seconded by Johanna to accept all treasurers' reports as presented. Motion carried.

Presentation of the Bills: Checks #9875 thru #9894 and 6 EFT were presented for the General Fund account totaling \$ 9,320.08. Motion Made by Shirley, seconded by Vern to pay all the bills as presented. Motion carried. Christina also noted: The utilities that could be put on credit cards will be done the next cycle. They are all set up for autopay now. Consumers Energy could not be put on a credit card due to being a government agency business. It will be done thru the checking account auto pay.

Correspondence: Mecosta County Board of commissioners Minutes 11/03/16 & 11/17/16, Public Notice of 12/13/16 7pm Board of Review, Household Hazardous Waste Thank you & Report, Wheatland Township Library Board 10/6/16 Report, Annual Settlement for Township Board-No longer need to do this per Catherine Mulhaupt at MTA, Paula Taylor email, 2017 Mecosta Co. Road Commissioners Meeting Dates, Region 8 Notes West MI Regional Planning Commission, MTA workshop for Treasurer, and new contact sheet for Township. The Thank You Card from Nora was also read.

Old Business: Moving funds to cover assessor's wages presented by the Christina. (Moving \$4850.00 from 101-276 Cemetery and \$1000.00 from 101-289 Professional Services to 101-257 Assessor) Motion was made by Christina, seconded by Shirley to move these funds as presented by the Clerk. Motion carried. **Appoint Board of Review Members.** Motion made by Vern seconded by Christina to appoint Michel Oliver to a Board of Review position. Motion Carried. Motion made by Vern, seconded by Shirley to appoint Audrey Dubois to a Board of Review position. Motion Carried. Motion made by Vern, seconded by Johanna to appoint Lyle Wyatt to a Board of Review position. Motion Carried. Motion made by Tina, seconded by Johanna to appoint Jackie Brillhardt as an alternate for the Board of Review, Motion Carried. Motion made by Shirley, seconded by Johanna to appoint Lynn Wernette as an alternate for the Board of Review, Motion Carried. Shirley noted that we need to have all the Board of Review members go to at least more but not limited to one training.

New Business: Christina explained the forms that were presented to the board. Christina contacted Sarah Kanitz the CPA to help with the letter she received from the Social Security Administration. Sarah met with Christina to find the errors. In the first and second quarters of 2015 an error was made by Ginger Sherman the previous clerk. Both of the 941's were redone by the CPA and resubmitted by Christina. Discussion about the Internal Revenue Service was also discussed with Sarah. Sarah felt that because of the numerous late or not submitted documents by Ginger Sherman, our township is not in good standing and that the \$6,224.59 penalty from the Internal Revenue Service would not be forgiven. We have sent 2 letters one from Christina and one from the CPA asking for forgiveness and both were denied. Sarah gave Christina numbers to contact to find out

exactly how many fees were charged to us so they can be submitted to the townships insurance agency. Christina gave the MI Unemployment Insurance Agency 1028 form report to the board that showed 25 late processed forms and 7 on time processed forms dating back to March of 2006 from the previous clerk. Since September 2015 Christina has submitted all 5 of the forms on time. Shirley asked how we can prevent this from happening in the future. Christina is giving all the board members a copy of all the quarterly reports. If Christina is able to print the report off the website showing it was submitted, she is also giving that copy to all board members.

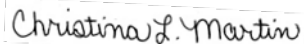
Public Comment: Nola Schlachter: Public Comment policy. Dar Denslow: Additional fire runs for the township
Dar Denslow: Moving funds to cover our IRS Penalty. Jerrilyn Strong: Budget for Board of Commissioners,
Retirement Funds prepaid, and Conference Room completed.

Board Comment:

- Thank you to the Election Inspectors that did a GREAT job at the Elections! We appreciate you very much! Christina also commented that there will be a recount in Michigan and that the ballot container will have to go up to the County. Christina will probably not be able to do the recount due to being absent 2 days next week for a doctor's appointment. The county clerk is having 6 teams of 2 do the recount selected by her. Jerrilyn Strong commented that it was approved by the County to pay \$12.00 per hour to do the recount which is the average pay for an election inspector in Mecosta County. Christina stated she felt that our election inspectors should be given the county average and that they haven't seen a wage increase in over 10 years and many of the elections are reimbursed. She would like to discuss this at a later date. We currently are paying \$10 per hour.
- Shirley would like to revisit the per diem amount at the next meeting. Currently the per diem is set at \$40 for a whole day and \$25 for a half day.
- Shirley said Equalization overlooked the Winchester subdivision assessment on the taxes that had already been sent out. They were corrected and re mailed out.
- Shirley, Butch, and Christina all attended the training session in Evart on getting ready for the AMAR.

Motioned by Shirley, seconded by Butch to adjourn at 8:00 pm. Motion carried. Meeting adjourned.

Written by:



Christina Martin, Sheridan Township Clerk

Dated: December 1, 2016