

SHERIDAN TOWNSHIP -MECOSTA COUNTY

Desk of the Clerk- Christina Martin

2962 16 Mile Road Remus, MI 49340

Phone: 989-506-6400 fax: 775-997-0728 sheridantwpclerk@hotmail.com

Website: www.sheridantownship.com

****APPROVED ****

MINUTES: September 7, 2017- 7:02pm Supervisor Vern Young called the meeting to order at 7:02 pm with the pledge to the flag. Roll call shows present Vern Young, Christina Martin, Shirley Sprague, and Johanna Hopkins. Absent was Butch Hardenburgh. Also present 8 visitors. Vern thanked everyone for coming.

Additions to the agenda: Under New Business: Possible Grant available-Shirley. **Motion was made** by Johanna, seconded by Tina, to accept the agenda as presented with the addition. **Motion carried.**

Resolution 2017-12 Authorize Use of ACH Arrangements & Electronic Transaction of Funds. Board Discussion was made. **Motion was made** by Christina, seconded by Vern, to accept Resolution 2017-12 to Authorize Use of Automatic Clearing House (ACH) Arrangements and Electronic Transaction of Funds. Roll Call- All Aye, 0 Nays. **Motion carried.**

Discussion was made on opening another bank account to hold funds for the ACH's and EFT's. It is recommended by MTA that funds come out of a different account. Questions were asked by the board to the Treasure about accounts, savings bond, and bank policies. Shirley will check into the bank policies further and let us know. Opening another account was tabled by Vern.

Winchester subdivision budget- **Motion was made** by Christina to accept the budget as presented. Board Discussion. Shirley let the board know that the special assessments can't hold over large amounts of funds. That they can only hold back enough for snow plowing for the current year. Shirley reminded the Board that they had Jeff's Trucking also needed to come out of the budget. Questions were asked by the board and the public -Jackie Brillhart, Nola Schlachter, and Jerrilynn Strong. Christina **rescinded her motion.** Shirley will get us the guidelines. Vern tabled both of the budgets for Winchester and Lackies Birch Haven. Shirley asked if representatives from the association could attend the next meeting. Christina will ask both of the associations if they can attend and let them know about the budgets when more information is available. Ron Johnston- commented on the Road Commission doing very well on the roads.

MTA Principles of Governance- MTA sent the township a Principles of Governance that they wanted us to accept. **Motion was made** by Christina, seconded by Johanna to accept MTA's Principles of Governance. **Motion carried.**

Mecosta Conservation District-Hazardous Waste Committee- Discussion on support. It is being held in Big Rapids and in the past Shirley said we didn't have many residents that took advantage of it because of the location.

Motion made by Christina, seconded by Shirley to sign the L4029 Form. Millage requested to be levied will be 1.25. **Motion Carried.**

Christina noted a Credit Notice for -29.99 from State of MI was sent to her.

Motion was made by Christina, seconded by Johanna, to adopt the ACH Post Audit Policy with the \$150.00 limit on Staples purchases, Utility bills, Invoices with penalties or discounts that would be incurred if payment is not received prior to the board meeting where claims will be approved, software for payroll services, 941 payments, IRS payments, credit card payments, newspaper publications, and State of Michigan Payments. The Supervisor may authorize emergency expenditures when deemed essential due to the imminent threat to the health, safety, and welfare of the township with quorum approval. These claims shall be post-audited at the next board meeting following their issuance. Board Discussion was made. **Motion carried.**

Shirley got information on a Projects of Service grant that is directed toward community financial stability. Questions were asked by the board and public: Duane Martin, Amber Snow, and Jackie Brillhart. There is an October 20th deadline and look into the wording of the grant. Shirley will look into wording of grant.

Public Comment: Ron Johnston asked about a 911 light in his new home. Johanna gave a non-emergency number of 1-231-796-4811 for him to call to check it out. Jerrilynn Strong- Board of Commissioner's report. Question asked by Duane Martin if a wage comparison was done for Mecosta County on EMS wages. Mecosta County is working on less staff and overtime hours of existing employees. Marcee Purcell was also named Clerk of the Year! Congratulations Marcee!

Assessor's Report: none this month.

Minutes: Discussion was made by Shirley. **Motion made** by Johanna, seconded by Shirley, to approve the August 3, 2017 minutes as presented. **Motion Carried.**

Treasurers Report: The Treasurer shows a balance of \$118,56.84 in the General Fund Account and a CD worth \$50,000. Treasurer's report for Winchester Subdivision Special Assessment Account shows a balance of \$1,207.70. Treasurer's report for Lackies Birch Haven #1, 2, 3, & 7 Special Assessment Account shows a balance of \$4,062.71. **Motion was made** by Christina, seconded by Johanna, to accept the Treasurers' reports as presented. **Motion carried.**

Presentation of the Bills: Shirley thanked Christina for bringing all the bills to the Township Hall before the meeting for review. Shirley still would like to be able to have copies of the bills or not have Christina staple them with the checks to make it easier for her to copy. Shirley questioned a bill from the CPA. Christina recommended that before having consultations with the CPA or lawyers that it is approved by the board before fees are charged. Christina said the bills are there for the boards review. General fund: CHECK #10017 thru # 10031, 1 EFT, and one automatic payment totaling: \$10,925.72. **Motion was made** by Shirley, seconded by Johanna, to pay all the bills as presented. **Motion carried.**

Correspondence: Mecosta County Board of commissioners Minutes from 8/3 and 8/17.

Unfinished Business: Shirley asked about the 1 mill fire proposal wording on last month's minutes. **Motion was made** by Christina, seconded by Johanna to do a 1 mill fire proposal in next year's election. We will work on the wording and find out what we need to do. **Motion Carried.**

Shirley will check with the county on the deadline for the millage proposal.

Public Comment: Linda Johnston asked about the process of being a registered voter. She didn't know if she was. Johanna said it could be done at the Secretary of State Office or with the Clerk. Christina said she would check for her in the morning and call her to let her know if she was or wasn't registered in Mecosta County.

Jackie Brillhart asked about Election Training. Christina said there would be training in the near future with the new election equipment. Christina also discussed Per Diem rates are different between board members and board of review. Shirley also said she had asked about the rates when the new board started. We will discuss per diem rates at the next meeting.

Board Comment: Vern said he checked on junk ordinance. Michelle Stenger was off on maternity leave for 2 months and emailed Vern an update on open violations. Vern was also asked to check into 55th Avenue/ Harding Road and South of Taft on 10th Avenue ½ mile on east side of the road. Vern will check into these 2 locations.

Christina asked Vern if he had heard anything from Gage Corwin on our contract for cemetery burials. Vern will check with Gage.

Vern also commented that our AMAR review of our paperwork was 100% and they are out for their field reviews now. Edward did have a few corrections he made on his end.

Shirley asked why Christina is recommending that she use a credit card for all her purchases. She has always been reimbursed personally. Christina said her CPA has always said to keep business separate from personal. Comment made by public Amber Snow that it is the correct way of doing business and it leaves a paper trail. Christina commented that she also needs the original receipts, not a copy, of all purchases made by the board.

Motion was made by Johanna, seconded by Vern, to adjourn at 9:00pm. **Meeting adjourned.**

Written by:

Christina L. Martin

Christina Martin, Sheridan Township Clerk

Dated: September 25, 2017