

SHERIDAN TOWNSHIP -MECOSTA COUNTY

Desk of the Clerk- Christina Martin

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****APPROVED ****

MINUTES: January 14, 2016 - 7:00pm Supervisor Darwin Denslow called the meeting to order at 7:00 pm with the pledge to the flag. Roll call shows present Darwin Denslow, Christina Martin, Audrey Dubois, Shirley Sprague, and Nora Quisenberry. Also present 8 visitors.

Additions to the agenda: Under **New Business:** purchasing lighted exit signs, MTA PAC Contribution Request, Invoice #4 for April Pattenaud for fire run, and meeting with Certified Public Accountant on books and year end. Under **Correspondence:** The Par Plans News, Mecosta County Board of Commissioner's minutes from 01/07/16, and Wheatland Township Library minutes from 12/12/15.

Public Comment: Karen Turnbull gave us a flyer on E.P.A. Public Hearing on Underground Injection Well for Thursday, January 21, 2016. Nola Schlachter commented that we should put purchasing lighted exit signs under new business due to the power outage at the last meeting.

Minutes: The regular meeting minutes from December 10, 2015 were presented as written. Motion made by Shirley, seconded by Nora to approve the minutes. Motion carried.

Treasurers Report: The Treasurer shows a balance of \$63,909.46 in the General fund & \$50,000.00 in the CD Account. Winchester Special Assessment balance of \$1514.75, and Lackies Birch Haven #1, #2, #3, and #7 Special Assessment balance of \$2417.04 . Motion made by Dar, seconded by Audrey to accept all treasurers' reports as presented. Motion carried.

PRESENTATION OF THE BILLS by Clerk: Checks 9662 thru 9678 and 1 EFT totaling \$7488.96 . Check #1070 for Winchester Subdivision for \$100.00 and check #2 for Lackies Birch Haven for \$125.00 were presented for payment. Motion made by Shirley, seconded by Audrey to pay all the bills as presented. Motion carried.

Assessor's Report: A verbal and written report was given.

Correspondence: Bureau of Elections approved the grant application for Electronic Pollbook Christina applied for. We are just waiting on the State of Michigan to purchase the equipment. Board of Review Minutes presented. Wheatland Township Library Board meeting minutes from 10/10/15 & 12/12/15. Copy of the Statement being sent to Terry Winstead for the balance due on the fire run was enclosed. Mecosta County Board of Road Commissioners 2016 Meeting Dates. Annual Resolution for Summer Tax Collection from Chippewa Hills School District letter was enclosed without the copy for us to sign. Christina will check with Tammy Lewandowski for it. Motion was made by Christina, seconded by Audrey to sign and send back the Chippewa Hills School District Agreement for collection of summer property taxes when Christina gets the agreement. Motion carried. Carolyn Towsley sent us the notice of the meeting at Green Township on February 1, 2016 at 7:00 pm. Invoice #3 for Michael & Judy Moriarty for the cremation burial was submitted to the board. Joint Committee report from 12/15/15 was submitted. Mecosta County Board of Commissioners minutes from 12/17/15 & 1/7/16 were submitted. Christina asked if the Board wanted a copy of all the invoices that are submitted to individuals for cemetery or fire runs. The board said to just make sure the treasurer gets a copy. They didn't each need a copy of the invoices sent. The Par Plan News Flyer was given to the board.

Old Business: The Assessor becoming an employee: Gail Dolbee gave us the proper paperwork for her to be an employee of the township as well as her new contract for us to review. She will be an employee when she signs the tax roll by State Law. We will pay her DBA (Doing Business As) to do all the field work. Christina contacted Kurt Helmer on the Strong Cemetery bid. He will refigure the bid and get back with us on it. A computer for the clerk was left on the old business and will be put on for discussion for budgeting in the upcoming budget. Shirley also discussed the issues she was having with her computer. We may need to update her computer as well. All the data for the township including assessing and tax information is currently being updated in Christina's computer. Shirley will call Josh on the Internet information. Christina has tried to contact Josh by email and one voice message but he hasn't emailed or called her back.

New Business: Christina stated that she had met on Monday with Sarah the CPA. She helped us get the books in order and things correctly classified, did the year end documents, did the W-2's, and helped get the state tax id issue hopefully cleared up. There was a wrong number on all the previous year's W-2's. Christina told the board that she was not an accountant and thought we needed to hire an accountant to oversee all year end activities to make sure we are within compliance of the law. Dar will get a quote for putting up lighted exit signs.

Public Comment: Christina commented that George Charlie thanked whoever sent him the Board of Review information. Dar said he sent it to him.

Board Comment: Dar commented that Jerrilynn Strong gave him information on the rails to trails. After discussion: Public Accuracy test will be Monday, February 22nd @ 10:00am. Budget Workshop will be Friday March 4, 2016 @ 10:00am. Christina will check on having the proper documentation for salaries from the MTA. Audrey will try to do a wage comparison. Christina will try to work on the quick books program in preparation for the budget to try to get accounts rearranged per the Auditors suggestions. Christina will get with Shirley before the Budget Workshop after she has time to enter all the information. We will have our Election Commission Meeting following our February 11, 2016 regular meeting.

Motioned by Shirley, seconded by Nora to adjourn at 8:25 pm. Motion carried. Meeting adjourned.

Written by:

Christina L. Martin

Christina Martin, Sheridan Township Clerk Dated: January 15, 2016