

Jordan Township Meeting Minutes

August 22nd, 2022

Present: Timothy Morris (Supervisor), Elizabeth Crawford-Pater (Township Clerk), Rebekah Meads (Township Treasurer), Darla Pawson (Trustee), Steve Houtman (Trustee).

Meeting: Called to order with the pledge of allegiance at 6pm.

Statement made by Supervisor: Audience/Public is to wait until Public Comment if they would like to speak, the time is limited to 3 minutes per person.

Motion: To approve meeting minutes, motion made by Steve Houtman, seconded by Darla Pawson.

Motion: To approve pending bills, motion made by Darla Pawson, seconded Tim Morris.

Treasurer's Report:

- See Attached report for details
- General and Tax accounts reconciled

Sheriff: None

Commissioner Lavanway: See Attached report

OLD BUSINESS:

- Road Millage ballot language and proposal was completed by Township attorney Bryan Graham and sent to the Antrim County Clerk's office by the Clerk, Elizabeth Crawford-Pater.
- Tobin & Co. came July 26th, 2022 for the Jordan Township Audit. Per email from Jonathan, the Audit and both F65 Financial reports due in September 2022 will be completed by September 1st, 2022.
- Public Accuracy Test was performed on July 27th, 2022 @ 2pm.
- Update on new BS&A Quote Needed-the previous quote didn't include everything the Clerk needs to perform her job. It only included the general ledger, no payroll or accounts payable modular. A new quote is needed before voting on it.
- IRS Standard has been updated to reflect the .62 cents per mile.
- Burnham & Flower Insurance has been paid, all set until next year.
- Dykema paperwork/check deposited into general fund account.
- Propane contract w/ Ellsworth Farmers Exchange-still gathering info. from other companies. Due date for Ellsworth Farmers Exchange is October 1st, 2022. Rebekah Meads said she would call around. Elizabeth Crawford-Pater had the contract, so she gave the information to Rebekah Meads to make comparisons. Will make decision on this at next board meeting.

NEW BUSINESS:

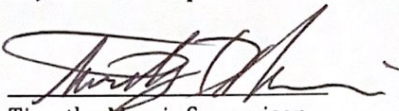
- Discussed that we need to reapprove the SET reimbursement resolution for Treasurer from 2002. Should be updated yearly. Motion made to reapprove the SET reimbursement resolution, motion made by Steve Houtman and seconded by Tim Morris.
- Clerk would like to look into getting some sort of room divider/cubicle for the Township Hall for Election time. The Clerk needs a discreet area to register new voters when Clerk is running in the election and name is on the ballot. The Clerk is obligated to be at the Township Hall to register new voters and run the election or be there in case problems arise every election. Problems arose at the August Primary 2022 Election because the Clerk, Elizabeth Crawford-Pater was on the ballot and had no other room to go into, as the Township Hall is just one big room besides the bathroom. There is a \$1,500 grant that can be used for anything Election related. Elizabeth Crawford-Pater asked if she could look into getting a room divider and using the grant money. Board liked the idea and said to shop around for one. Elizabeth Crawford-Pater shared there are some on Amazon between \$100-\$400. Will present different options to board at next meeting.
- Discussed looking into a possible lock box for the sign and better protection for it. It has been giving us a lot of issues lately and we believe it may be from being exposed to the weather too much. Also

thinking a lock box would keep it safe from being tampered with as well. Going to call 3 J Election who installed the sign and have them come take a look.

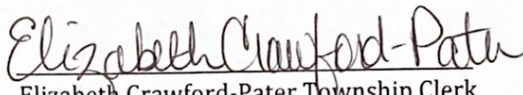
- Discussed BEST PRACTICES PER AUDITOR-if we do not have a bid policy, we need to make one.
- Discussed BEST PRACTICES PER AUDITOR-Salary resolution needs to be done every year.
- Discussed BEST PRACTICES PER AUDITOR-Road Millage/Road Fund needs a separate bank account. Rebekah Meads said she would talk to the bank about this.
- Board of Review Employees need to be on payroll. See document " Understanding Compensation for Township Officials and Employees" Page 14, first paragraph.

PUBLIC COMMENT: Harvey Theibert resigned from Board of Review after the news of Board of Review employees need to be paid on payroll. Sue Falco stated her and her husband Roger Falco would be resigning as well from Board of Review. Township residents shared they would like to see the board start doing an Annual meeting again like in the past.

ADJOURN: 7:39 pm



Timothy Morris Supervisor



Elizabeth Crawford-Pater
Elizabeth Crawford-Pater Township Clerk

Jordan Township Meeting Minutes

September 26th, 2022

Present: Timothy Morris (Supervisor), Elizabeth Crawford-Pater (Clerk), Rebekah Meads (Treasurer), Darla Pawson (Trustee), Steve Houtman (Trustee).

Meeting: Called to order with the pledge of allegiance at 6pm.

Motion: To approve meeting minutes, motion made by Steve Houtman, seconded by Elizabeth Crawford-Pater.

Motion: To approve special meeting minutes, motion made by Darla Pawson, seconded by Steve Houtman.

Motion: To approve pending bills, motion made by Steve Houtman, Seconded by Rebekah Meads.

Treasurer's Report: See attached

Sheriff: None

Commissioner Lavanway: Suggested we look into the Stafford Act for Natural Disasters in Township. It is Federal Money and Supervisor would sign. Additional-See attached report

OLD BUSINESS:

- Ballots for the November General Election should be arriving this week sometime to get Absentee Ballots sent out.
- Spoke with Auditor-he said that if the board chooses to keep the status quo, our auditors would note this again on the next audit as a repeat offense. The repeat offenses get reported to the State of Michigan on the Audit procedures report, then we will receive a letter from the State of Michigan. At which point we would have to reply to them with our corrective action plan and follow their requests. If we chose not to follow the State's directives, they believe they would withhold our State Revenue Sharing.
- Audit packets for to all Board members.
- 1st and 2nd BS&A Quotes that were quoted for Jordan Township dated June 9th and June 13th given to board members for review.

NEW BUSINESS:

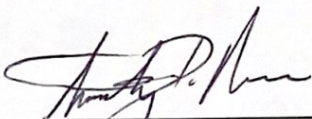
- Board discussion on Accountant. Motion made by Steve Houtman that Elizabeth Crawford-Pater, the Clerk may use the services of Jordan Township Accountant, Heather Jackson for no more than \$100 a month and if the bookkeeping services provided take more than one hour, prior approval from the board is required. The motion was seconded by Timothy Morris. All in favor: Timothy Morris, Steve Houtman, Elizabeth Crawford-Pater and Rebekah Meads. Those not in favor: Darla Pawson.
- Timothy Morris had question about the Fire Contract and if it went up in price or not. Heather Jackson (Treasurer for the City of East Jordan) stated that it had gone down.
- Darla Pawson had question about the bank statement as there were 5 checks that only had the Clerk's signature and not the Treasurer's. Both Elizabeth Crawford-Pater (Clerk) and Rebekah Meads (Treasurer) are unsure how this happened, but both stated they will make sure it doesn't happen again. Rebekah Meads is going to call bank and speak with Sandra about it as well.

- Rebekah Meads called and spoke with Krist LP Gas for propane contract. Much less expensive than Ellsworth Farmers Exchange who Jordan Township currently uses. Discussion on switching and looking over the different options. Tim made motion to switch to Krist LP Gas for propane. Steve Houtman seconded this motion. All in favor: Timothy Morris, Elizabeth Crawford-Pater, Rebekah Meads, Darla Pawson and Steve Houtman.
- Call different Electrician to check sign-Clerk will do this.
- Darla Pawson stated that she is going to call the police and make a report on the missing 19's and New Michigan Hire forms.
- The board received Harvey Theibert's resignation letter. Timothy Morris made motion to accept it, Darla Pawson seconded it. All in favor: Timothy Morris, Elizabeth Crawford-Pater, Rebekah Meads, Darla Pawson and Steve Houtman.
- Sue Falco and Roger Falco will be giving their letters of resignation for BOR as well.
- Discussed what the Auditor said about the BOR pay and payroll. Jordan Township cannot lose State Revenue Sharing, therefore the board will be looking for new BOR. Clerk is going to put on website that we are looking for Board of Review and will also put ad in paper-Antrim County Review.
- Timothy Morris said we need to start looking for someone else to plow the Township Hall as he will no longer be plowing anymore.

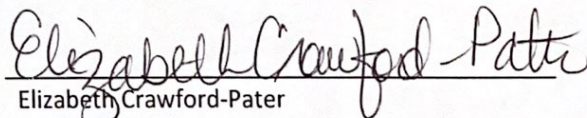
PUBLIC COMMENT:

- Susan Meads aggressively questioning Elizabeth Crawford-Pater (Clerk) why Heather Jackson, the Accountant was still being paid to help the Clerk with bookkeeping. Also asked why there were checks that were not signed. Board shared what was discussed prior to her arrival as it was already discussed. Susan interrupted stating that she doesn't feel it's right that the Clerk needs an accountant for help. The Clerk stated that the help she was getting from Heather was very minimal now and reiterated that the Auditors recommended hiring an accountant that specializes in governmental accounting because of the books being messed up prior to Elizabeth Crawford-Pater's time as Clerk. Heather Jackson was at the Audit in case questions arose from the Auditors that needed to be answered. It was extremely helpful having her there as she was able to answer multiple questions for them. Elizabeth Crawford-Pater (Clerk) stated that QuickBooks is set up correctly now and that ultimately, that is what is best for Jordan Township and the taxpayers moving forward.
- Public wondering when the Road Millage was started. Suggested that some of the ARPA money should go towards the roads.
- Annual Meeting next year will be after the regularly scheduled March 2023 Meeting.

Adjourn: 7:15 pm



Timothy Morris
Supervisor



Elizabeth Crawford-Pater
Clerk