

Jordan Township Meeting Minutes

August 28th, 2023

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

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

Motion: To approve meeting minutes, motion made by Steve Houtman, seconded by Rebekah Meads.

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

Treasurer's Report: See attached.

Sheriff: Absent.

Commissioner Lavanway: See attached.

Ambulance Authority Report: Making sure money is being spent correctly. Lots of runs over the duration of the month.

Ordinance Officer Report: Lawyer suggests updating Ordinance. Need a definition of what a fence is. \$300 for a new copy of the Ordinance. Then pay hourly to go through it. Not sure on the exact amount, but probably will take an hour or so of time to go through it with the Lawyer. Blight Ordinance is what is enforced. It will be called a Nuisance Ordinance going ahead.

OLD BUSINESS:

- Trinity Drive Road name approval - \$125. Timothy Morris stated in the past the township has covered the cost for the initial sign, but not a replacement sign if it goes missing. Darla Pawson made motion for the Township to pay for the Trinity Drive sign. Seconded by Timothy Morris. All in favor, zero nays.
- Amend the May minutes to reflect that it's just an interest-bearing account.
- Per Timothy Morris, Burt stated to him that he sent out bids for Mount Bliss Road work the morning of July 24th, 2023. Contract from Burt, see attached. Talked about using the allocated \$50,000 additional to the \$350,000, but we already committed those funds to the Old State Road project.
- Set Reimbursement approved – Motion made by Timothy Morris, seconded by Elizabeth Crawford, all in favor, zero nays.
- Independent Contract for Field Appraisal Services – Signed by Timothy Morris and given to Elizabeth Crawford to get to Emily Selph, Assessor so the contracting work can begin.

NEW BUSINESS:

- Motion to pay \$300 for the Ordinance update made by Darla Pawson, seconded by Steve. All in favor, zero nays.
- There will be a November Election for the Central Lake School proposal going on ballot. Board said to talk with Diane Kucharek, the Clerk of Echo Township as in years past, Jordan Township combined with them for the Central Lake School proposal as Jordan Township has less than 20 voters in the Central Lake School district.
- The bid was accepted, got a little bit more than expected- 2.2 miles for \$350,000 for the Mount Bliss Road Work that is set to begin sometime in September. Going to contact Bill Derenzy, Supervisor of Echo Township to see if they will do their portion of Mount Bliss Road.

PUBLIC COMMENT: None.

Adjourn: 6:34 pm

Timothy Morris
Supervisor

Elizabeth Crawford
Clerk

Jordan Township Meeting Minutes

September 23rd, 2023

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

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

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

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

Treasurer's Report: See attached.

Sheriff: Absent.

Commissioner Lavanway: See attached.

Ambulance Authority Report: Everything is going well.

Ordinance Officer Report: Currently working on two places. Discussion about the pros and cons of the newly written up (By Jordan Township lawyer) Nuisance Order. The board decided to table it until next month so all board members have the opportunity to read through it and then strike any line items if necessary.

OLD BUSINESS:

- Motion to pay \$300 for the Ordinance update made by Darla Pawson, seconded by Steve. All in favor, zero nays.
- There will be a November Election for the Central Lake School proposal going on ballot. Board said to talk with Diane Kucharek, the Clerk of Echo Township as in years past, Jordan Township combined with them for the Central Lake School proposal as Jordan Township has less than 20 voters in the Central Lake School district.
- The bid was accepted, got a little bit more than expected- 2.2 miles for \$350,000 for the Mount Bliss Road Work that is set to begin sometime in September. Going to contact Bill Derenzy, Supervisor of Echo Township to see if they will do their portion of Mount Bliss Road.

NEW BUSINESS:

- Motion to amend budget. For line item #19 - Website, Computer, IT Support. Increasing to \$500 and moving funds from line item #12 – Highways/General Fund to line item #19. Motion made by Rebekah Meads, seconded by Steve Houtman. All in favor, zero nays.

- Tim called last week about Mount Bliss Road about the road work beginning. He couldn't get ahold of Burt Thompson, but he spoke with Pete Hoogerhyde whom told him they are running behind. Payne and Dolan delayed until mid-October and will possibly be delayed into the spring.

PUBLIC COMMENT: None.

Adjourn: 6:49 pm

Timothy Morris
Supervisor

Elizabeth Crawford
Clerk

Jordan Township Meeting Minutes

October 23rd, 2023

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

Motion: To approve pending bills, motion made by Darla Pawson, seconded by Steve Houtman.

Treasurer's Report: See attached.

Sheriff: Absent.

Commissioner Lavanway: See attached.

Ambulance Authority Report: Megan Meyer resigned and the board accepted her resignation. There is a temp. person and they will be doing interviews.

Ordinance Officer Report: Currently working on with a man on Sweet Rd. He has done some clean up.

OLD BUSINESS:

- Motion to amend budget. For line item #19 - Website, Computer, IT Support. Increasing to \$500 and moving funds from line item #12 – Highways/General Fund to line item #19. Motion made by Rebekah Meads, seconded by Steve Houtman. All in favor, zero nays.
- Tim called last week about Mount Bliss Road about the road work beginning. He couldn't get ahold of Burt Thompson, but he spoke with Pete Hoogerhyde whom told him they are running behind. Payne and Dolan delayed until mid-October and will possibly be delayed into the spring.

NEW BUSINESS:

- Board members discussed Nuisance Order and discussed and decided that the Ordinance Officer will communicate with Supervisor before writing a ticket.
- Motion made by Timothy Morris to approve the updated Nuisance Order from Jordan Township lawyer and seconded by Steve Houtman. All board members in favor, Timothy Morris, Elizabeth Crawford, Rebekah Meads, Steve Houtman and Darla Pawson. Zero nays.
- Elizabeth Crawford will contact Antrim County News Review to have it published as the following: Jordan Township has updated the Nuisance Order, previously known as Jordan Township Anti Blight Ordinance. Jordan Township Nuisance Order can be viewed

on the Jordan Township website at www.jordan-township.org. Elizabeth will also request an affidavit of publication for township records.

PUBLIC COMMENT: None.

Adjourn: 6:39 pm

Timothy Morris
Supervisor

Elizabeth Crawford
Clerk

Jordan Township Meeting Minutes

November 27th, 2023

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

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

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

Motion: To approve pending bills, motion made by Steve Houtman, seconded by Elizabeth Crawford.

Treasurer's Report: See attached.

Sheriff: Moving into a new building in the health department very soon. Within the next 2-3 weeks.

Commissioner Lavanway: See attached.

Ambulance Authority Report: The board has a temp. person in the Director's position currently. His name is Bill Atkins and the board/staff is happy with this choice so far.

Ordinance Officer Report: Nothing new to report. The Nuisance Order goes into effect December 2nd, 2023.

OLD BUSINESS:

- Board members discussed Nuisance Order and discussed and decided that the Ordinance Officer will communicate with Supervisor before writing a ticket.
- Motion made by Timothy Morris to approve the updated Nuisance Order from Jordan Township lawyer and seconded by Steve Houtman. All board members in favor, Timothy Morris, Elizabeth Crawford, Rebekah Meads, Steve Houtman and Darla Pawson. Zero nays.
- Elizabeth Crawford will contact Antrim County News Review to have it published as the following: Jordan Township has updated the Nuisance Order, previously known as Jordan Township Anti Blight Ordinance. Jordan Township Nuisance Order can be viewed on the Jordan Township website at www.jordan-township.org. Elizabeth will also request an affidavit of publication for township records.

NEW BUSINESS:

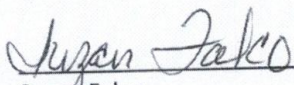
- Darla Pawson requests the board gets copies of the bills so there are 5 eyes on them all instead of just a number on a list. The Treasurer is given copies of the invoices/checks

for the bills from the Clerk when the checks are printed for the bills to be paid and can be shared with the rest of the board members at board meetings.

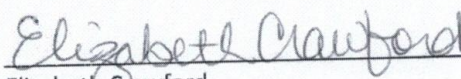
- Rebekah Meads is going to change the Road Fund Account into an interest-bearing account because as it stands right now, we are being charged fees for having less than \$2,000 in the account.
- Discussed hiring a Sexton for the cemeteries. Timothy Morris suggested it should be paid per time/as needed. He also suggested the pay be \$100 per burial. It takes time and currently the work being done is free. It can be more difficult at times. Depending on the cemetery, etc. The hardest part is finding the pin in the ground.
- Timothy Morris makes a motion to appoint Timothy Sothard as the Cemetery Sexton at \$100 per time. Seconded by Steve Houtman, all in favor, zero nays.
- Discussion on looking into other burial plot prices. Jordan Township is currently \$250 for 4 plots and \$100 for 1.
- Timothy Morris is retiring as of 11-27-2023. Timothy Morris suggests his Deputy, Suzan Falco. She would fulfill his term until next fall 2024.
- The board requested a letter of resignation from Timothy Morris. He wrote out a letter stating that he is retiring and dated it for it to be kept on file.
- Darla made a motion to appoint Suzan Falco as Supervisor. Steve Houtman seconded the motion, all in favor, zero nays.
- Elizabeth Crawford will be resigning December 31st, 2023. Will finish out the year to complete the end of year paperwork, taxes, etc.
- Darla Pawson resigned immediately due to medical reasons. Darla Pawson would like to appoint Jessica Morris as Trustee, to finish her term until November 2024.
- Elizabeth Crawford made a motion to appoint Jessica Morris as Trustee. Steve Houtman seconded, all in favor, zero nays.
- Appoint Roger Falco back onto the Board of Review as Suzan Falco will now be Supervisor and can no longer fulfill the BOR position.
- The sheriff shared with the board and public that VSU- Victims Service Unit is looking for volunteers. If anyone is interested in volunteering in this organization, please let them know. You must complete 20 hours of training to be part of VSU.
- Oath of Office for Suzan Falco to be appointed Supervisor.
- Oath of Office for Jessica Morris to be appointed Trustee.
- Darla Pawson notarized both Suzan Falco and Jessica Morris.

PUBLIC COMMENT: None.

Adjourn: 6:57 pm



Suzan Falco
Supervisor



Elizabeth Crawford
Clerk

Jordan Township Meeting Minutes

December 18th, 2023

Present: Suzan Falco (Supervisor), Elizabeth Crawford (Clerk), Rebekah Meads (Treasurer), Steve Houtman (Trustee), Jessica Morris (Trustee).

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

Motion: To approve meeting minutes, motion made by Steve Houtman, seconded by Jessica Morris.

Motion: To approve pending bills, motion made by Elizabeth Crawford, seconded by Steve Houtman.

Treasurer's Report: See attached.

Sheriff: Absent.

Commissioner Lavanway: See attached.

Ambulance Authority Report: There was no meeting last week, nothing new to report.

Ordinance Officer Report: Working on 2 people on Mount Bliss Road. Reconnected with the guy on Sweet Rd. Got him down to a 2 week notice, but he has been getting quite a bit done. 3160 Big Marsh Rd. – trying to get a number to make contact. Paul Woods is throwing trash out the window again. Timothy Sothard talked to Paul Woods and he told Tim he would get it cleaned up.

OLD BUSINESS:

- Darla Pawson requests the board gets copies of the bills so there are 5 eyes on them all instead of just a number on a list. The Treasurer is given copies of the invoices/checks for the bills from the Clerk when the checks are printed for the bills to be paid and can be shared with the rest of the board members at board meetings.
- Rebekah Meads is going to change the Road Fund Account into an interest-bearing account because as it stands right now, we are being charged fees for having less than \$2,000 in the account.
- Discussed hiring a Sexton for the cemeteries. Timothy Morris suggested it should be paid per time/as needed. He also suggested the pay be \$100 per burial. It takes time and currently the work being done is free. It can be more difficult at times. Depending on the cemetery, etc. The hardest part is finding the pin in the ground.
- Timothy Morris makes a motion to appoint Timothy Sothard as the Cemetery Sexton at \$100 per time. Seconded by Steve Houtman, all in favor, zero nays.
- Discussion on looking into other burial plot prices. Jordan Township is currently \$250 for 4 plots and \$100 for 1.

- Timothy Morris is retiring as of 11-27-2023. Timothy Morris suggests his Deputy, Suzan Falco. She would fulfill his term until next fall 2024.
- The board requested a letter of resignation from Timothy Morris. He wrote out a letter stating that he is retiring and dated it for it to be kept on file.
- Darla made a motion to appoint Suzan Falco as Supervisor. Steve Houtman seconded the motion, all in favor, zero nays.
- Elizabeth Crawford will be resigning December 31st, 2023. Will finish out the year to complete the end of year paperwork, taxes, etc.
- Darla Pawson resigned immediately due to medical reasons. Darla Pawson would like to appoint Jessica Morris as Trustee, to finish her term until November 2024.
- Elizabeth Crawford made a motion to appoint Jessica Morris as Trustee. Steve Houtman seconded, all in favor, zero nays.
- Appoint Roger Falco back onto the Board of Review as Suzan Falco will now be Supervisor and can no longer fulfill the BOR position.
- The sheriff shared with the board and public that VSU- Victims Service Unit is looking for volunteers. If anyone is interested in volunteering in this organization, please let them know. You must complete 20 hours of training to be part of VSU.
- Oath of Office for Suzan Falco to be appointed Supervisor.
- Oath of Office for Jessica Morris to be appointed Trustee.
- Darla Pawson notarized both Suzan Falco and Jessica Morris.

NEW BUSINESS:

- Rebekah Meads will turn the Road Fund Acct. into interest bearing account once she turns in the signed meeting minutes from tonight.
- Tim looked at all the cemeteries. They are all in rough shape, but Brown Cemetery is in the best shape. Mt. Bliss is the worst. There are two trees that need to be moved and stumps that need to be removed also. St John whole back corner is bad because of the trees. Suzan Falco said the board will readdress the cemetery issue in the Spring.
- Timothy Sothard needs a key for the building or someone to meet with him when he needs to get cemetery paperwork and the metal detector. Will need to contact Mike's Locksmith to get a key made as he is the one who made the new keys two years ago.
- Snow plowing bids discussion. Bids must be in by December 25th, 2023.
- Election Discussion
- Elizabeth Crawford turned in resignation letter. Her last day will be December 31st, 2023, as stated in her resignation letter so she is able to finish Year End tax paperwork.
- Marlena Wilson is willing to take the position of Clerk. She will take office January 1st, 2024, but will do the Oath of Office and Notary paperwork tonight.
- Elizabeth Crawford made a motion to accept Timothy Morris retirement/resignation letter. Seconded by Steve Houtman. All in favor, zero nays.
- Suzan Falco made a motion to Darla Pawson's resignation letter. Seconded by Steve Houtman. All in favor, zero nays.
- Suzan Falco makes a motion to appoint Marlena Wilson as the Clerk effective January 1st, 2024. Rebekah Meads seconds the motion. All in favor, zero nays.

- Oath of Office paperwork with Marlana Wilson to become Clerk January 1st, 2024
- Oath of Office paperwork with Elizabeth Crawford to become Deputy Clerk January 1st, 2024.
- Darla Pawson notarized Oath of Office paperwork for Marlana Wilson and Elizabeth Crawford.

PUBLIC COMMENT: None.

Adjourn: 7:03 pm

Suzan Falco
Supervisor

Marlena Wilson
Clerk

**Jordan Township Meeting
January 22, 2024**

Present: Sue Falco Supervisor, Marlena Wilson Clerk, Rebekah Meads Treasurer, Steven Houtman & Jessica Lacount Trustee

Meeting called to order with the pledge of allegiance at 6:00p.m.

Motion to approve minutes made by: Jessica Lacount and seconded by Rebekah Meads all in favor.

Treasurer's report was acknowledged.

Paid bills were acknowledged and in all in favor.

Motion to pay the pending bills was made by Lacount and seconded by Falco all in favor.

Sherriff Reported all the numbers of runs. Fyi new address at Antrim county health department building

Commissioner LaVanway absent . Falco presented a handout on county business.

Ordinance Officer Tim Sothard working on 4 houses being cleaned up

AMBULANCE AUTHORITY REPORT STEVE HOUTMAN STATED NEW DIRECTOR TOOK PAY CUT AND IS APPLYING FOR GRANTS AND SAVING MONEY

OLD BUSINESS

- Rebekah Meads turned road fund into interest bearing account
- Sue Falco will address cemetery tree trimming and brush clean up
- Marlena Wilson was voted to be on Charlevoix State Bank account
- We will be giving Tim Sothard a key to access records and metal detector
- Falco, Meads, Theibert, and Wilson are certified poll inspectors

NEW BUSINESS

- Aaron Meads quote for plowing was motion to be excepted for \$50.00 a plow only when snow exceeds 4-6 inches except for voting days or meetings by Lacount and seconded by Falco
- Charlevoix State Bank received board meeting notes to put Wilson on account.
- Early voting went well and we had a hand full of voters come in
- We were encouraged by county to re do mail box code and we will be integrating to a new bigger box with key
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PUBLIC COMMENT none

- **ADJOURN:** Meeting Adjourn 8:15

Supervisor:

Township Clerk:

Aaron

**Jordan Township Meeting
February 26, 2024**

Present: Sue Falco Supervisor, Marlana Wilson Clerk, Rebekah Meads Treasurer, Steven Houtman & Jessica Morris

Meeting called to order with the pledge of allegiance at

Motion to approve minutes made by: Sue Falco

Treasurer's report was acknowledged.

Paid bills were acknowledged

Motion to pay the pending bills was made by Steve Houtman

Sherriff – see attached Jordan Township log of calls

Commissioner Lavanway was absent but, everyone received handout on county business.

Ambulance Authority- Steve H. seeking applications for Director currently and Boyne Falls would like to join the Authority

Commission on Aging talked about their services and need for a building on this side of county for seniors. Last year they served 185,000 meals

Ray Scola talked about running for County Commissioner

Ordinance Officer- Absent

OLD BUSINESS

We voted 4 resolutions Access to Assessment Records, Waiver Filing Fee, Poverty Guidelines, and Public Inspection of Records Policy – see policies

We voted on the Marlana Wilson Clerk having a credit card

We approved our Election Workers

NEW BUSINESS

- Sue Falco brought up 2024 budget coming up
-

PUBLIC COMMENT

- Harvey Th. Asked all of us to get raises
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ADJOURN 8:43