

Jordan Township Meeting Minutes

January 24th, 2022

Present: Timothy Morris (Supervisor), Elizabeth Crawford-Pater (Township Clerk), Jessica LaCount (Township Treasurer), Darla Pawson & Steve Houtman (Trustees).

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

Motion: To approve previous minutes made by Steve, seconded by Darla.

Sheriff: Spoke about year end comparisons from previous years. 911 board looking to replace Orchard Hill Tower-it will help a lot, especially because of placement. Sheriff Bean talked about Rave 911 program. A great, convenient program for all, something for us to put in Township newsletter.

Commissioner Lavanway: A lot of jobs still available, DNR property available, TCE Plume, conversation on where to dispose of old tires. Talked about the roads getting fixed and what is ahead this year and the future.

OLD BUSINESS:

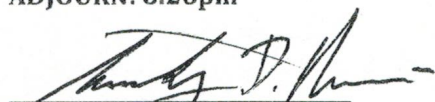
- Update on training was given by Jessica. Cost is more than what was approved for (\$500). Also, there was no way to pay the training online as the township doesn't have a credit on file.
- Past due bills were paid and bills that came throughout the month were paid, most of them were second notices.

NEW BUSINESS:

- Treasurer's report for entire fall given to board. Last two months are still in progress as Jessica is still learning her job as Treasurer. Treasurer had questions on October report as to why the payroll amounts fluctuate from month to month. Looks as though it's because this amount on the treasurer's report includes reimbursements, mileage, etc.
- Treasurer asked board what the "road fund" is on her Treasurer laptop. When to put money into this account which goes into the general fund bank account, but is accounted for separately like others. Board said its when taxes are paid.
- American Legion bill was received, but not paid yet as Clerk didn't know what the bill was for and wanted to document correctly in the Chart of Accounts. The board mentioned about the flags for Veterans that are put in the cemeteries in our township are done by the American Legion. Bill will be paid as we now know what it's for and can be documented correctly.
- Megan from Ambulance Authority came to give report on their current situation. Federal funding letter. The Ambulance Authority is requesting funds from all surrounding townships that support them as the covid pandemic has been hard on them. The funding they are requesting from is the ARPA funds.
- Talked about getting Credit Cards for new Clerk and Treasurer and the limit changing from \$500 to \$1,000 since the training cost alone is \$750. Jessica spoke to the bank and they told her Credit Cards are the safest way to do things, instead of Debit Cards as done in the past.
- Steve made a motion for new clerk and treasurer to use credit cards and limit to be changed from \$500-\$1,000. Seconded by Darla. All in favor said "aye" (Tim, Jessica & Elizabeth, too).
- Rewrite policy-all in favor-all said "aye"
- Steve made motion for us to sign up for Online Banking-Viewing Only. Darla seconded motion. All in favor said "aye" (Tim, Jessica & Elizabeth, too).
- Information on salaries and wages gathered by Jessica and Elizabeth based off MTA website and surrounding Townships was shared. Will gather more information for the next board meeting and discuss raises to salaries for Clerk and Treasurer. Needs to be done by the start of next fiscal year (April 1st, 2022). We will be comparing similar townships in the county and looking at the Taxable values, sevs and what kind of budget they are working with.
- John Hancock Resolution discussed and signed by Clerk and Treasurer.
- Tim made motion to change Clerk and Treasurer to be added as administrators for Jordan Township on the John Hancock retirement plan. Steve seconded motion. All in favor said "aye" (Darla, Jessica, Elizabeth, too).

PUBLIC COMMENT:

ADJOURN: 8:26pm


Timothy Morris Supervisor


Elizabeth Crawford-Pater Township Clerk