

**Jordan Township Meeting Minutes**  
**June 27th, 2022**

**Present:** Timothy Morris (Supervisor), Beth Sothard (Deputy Clerk), Rebekah Meads (Township Treasurer), Darla Pawson (Trustee).

**Absent:** Elizabeth Crawford-Pater (Clerk) due to vacation.

**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 to approve by Steve Houtman and seconded by Rebekah Meads.

**Sheriff:** Called and said he was attending another meeting. Will attend next month's meeting.

**Commissioner Lavanway:** See Attached.

**Commissioner Marcus:** Made introduction.

**Treasurer's Report:**

- Rebekah shared Laptop & BS&A quotes. She also shared there is no concern with it going to the cloud. Board agreed to postpone until Clerk, Elizabeth Crawford-Pater is present.
- Laptop purchase for Clerk and Treasurer discussion-possible use of ARPA money. Second half to be received in July.
- Motion made to approve the purchase of new laptops for the Clerk and Treasurer made by Tim Morris and seconded by Rebekah Meads. All board members voted Aye.
- IT Right/VC3, our IT needs company will be making the laptop order.

**OLD BUSINESS:**

- Accounts are all reconciled and up to date.
- ARPA funds discussion continued. We have until 2024 to decide where/how money will be spent.
- IRS published a new 2022 Standard Mileage rate beginning of this year-58.5 cents per mile. Motion made by Tim and seconded by Darla. All board members said Aye. Mileage rate is now 58.5 cents per mile.
- Talked about getting new assessor for the township.
- Michigan Municipal paperwork is filled out, but waiting on updated Budget to turn in for insurance policy (expires in August 2022-coming up soon!).
- Tobin & Co. paperwork for audit was signed and sent out. Audit is scheduled for July 26<sup>th</sup> at 9:30 a.m.
- Budget amendments need to be made, will be done by June meeting. Tim will be getting help to work on the Budget.
- No more personal email use, per IT RIGHT recommendations. If you use your personal email, it can be used in a FOIA.

**NEW BUSINESS:**

- ARPA money discussion continues on how/where to spend the money.
- No new updates/leads on seeking new assessor for the township. Tim called and left a message for one Sue Falco (BOR) has suggested. They did call back, but left a message stating that Jordan Township was too small for them. Another assessor possibility is Amy Jemina, the Mancelona assessor.
- Tim stated he is going to call current assessor to be sure she will be in attendance at the July Board of Review.
- Tim Morris, who is receiving help from Rebekah and Brian, is still working on budget amendments.
- Truth in Taxation Verification was read aloud and signed.
- Motion made for road millage proposal by Steve Houtman and Seconded by Rebekah Meads. All board members voted Aye.
- Motion made to amend the April minutes for the hiring of Township Accountant, Heather Jackson. Motion made by Steve Houtman and Seconded by Tim Morris.
- Motion made to reflect that Rebekah Meads and Elizabeth Crawford-Pater are to hold credit cards for the Township. Motion made by Tim Morris and seconded by Darla Pawson.
- Motion denied to pay bills that come in between monthly meetings. Darla stated "she preferred it be approved by the board prior to making payments as it's an open door policy on why checks are written."
- Motion to pay credit cards when payment is due denied as it needs prior board approval.
- Discussed postage expense-\$2,000 Treasurer postage expense available. Chard of Accounts-election.
- John Hancock payment-Motion to approve made by Darla Pawson and seconded by Steve Houtman.
- Board response to Cathy Kowalewicz email about Medical/Adult use Marijuana -Board is not interested in township having a storefront/establishment for Medical/Adult Use Marijuana.
- Tim Sothard stated he is interested in the Ordinance Officer position pending receiving job description. Tim will check if this is supposed to be posted first.

**PUBLIC COMMENT:**

- Brian Meads and Aaron Meads feel the Ordinance Officer position needs to be posted for applicants since it is a paid position.
- Brian Meads feels that the board needs to specify the hiring of the Township Accountant, Heather Jackson. He feels it should have been a one-time service for the Township with a service date of April-June date when her check was written. He feels it should be written for an amount up to but not to exceed \$1,600. He thinks the board needs to approve any future services from her.
- Susan Meads requests that the previous months' meeting minutes be available for attendees to look at during meeting.
- Darla stated Liz and Rebekah are supposed to reconcile with each other. Both the general and tax account. Rebekah thought it was just general, but agreed it was likely both.

ADJOURN: 7:23 pm

  
Timothy Morris Supervisor

  
Elizabeth Crawford-Pater Township Clerk