

Jordan Township Meeting Minutes

March 27th, 2023

Present: Timothy Morris (Supervisor), Elizabeth Crawford (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 Steve Houtman, seconded by Darla Pawson.

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

Treasurer's Report: See attached

Sheriff: Update on what's going on in Antrim County. 5 people left, they have new hires. Secretaries have left, so asking for patience as lack of office staff. Dispatch is still down one, has been for some time. New boats have been budgeted. Facilities presentation proposal Thursday, April 16, 2023.

Assessors: Went over contract. Motion made to approve the Assessor contract by Steve Houtman, seconded by Rebekah Meads with all in favor and 0 nays.

Commissioner Lavanway: Absent.

Ambulance Authority Report: None this month.

Ordinance Officer Report: Absent.

OLD BUSINESS:

- Roads discussion. The way it is looking, Old State may not be completely done in 2024 as Eddy School Rd. takes precedence in Antrim County for 2024. Kearney Township put a lot of money towards Eddy School Rd. getting done.
- Timothy Morris had to leave half way through the meeting due to sickness.
- Rebekah Meads shared that we need to discuss what we are going to do with the ARPA funds and that her due date for letting them know is April 31st, 2023. She suggested we put the funds towards the roads and everyone agreed. So the board committed the rest of our APRA funds to roads in Jordan Township. Our ARPA funds are committed to the Clerk and Treasurer computers and to Roads in Jordan Township.
- Pete Hoogerhyde and Burt from the Road Commission presented some paperwork to the board about the roads in Antrim County and Jordan Township. What's currently on their agenda of roads to be completed, etc. They also shared about the new Regulations put out by the State of Michigan that will heavily affect how the Road Commission runs

things. Couple options they are thinking about are as there are not many options is eliminating the oil field brine altogether or switching to liquid dow, but it is 3x the cost. There is much to consider and think about. Things are unknown at this point. Because of this it will affect the ROAD schedule moving forward. It's possibly townships may have to help cover the cost of brine in the township, etc.

- The Board asked the Road Commission members present what Jordan Township could commit to the Old State Rd./Adams Rd. job to stay on their agenda. We made a commitment as a board to use our ARPA funds and the other money in road fund to amount to \$150,000 and then Antrim County will put our allocated \$50,000 with that to make it a total of \$200,000 allocated to Old State Rd project (2024).
- Rebekah Meads made a motion to allocate ARPA funds towards the roads in Jordan Township, specifically to the Old State Rd. project. Steve Houtman seconded the motion. All in favor: ayes-Elizabeth Crawford, Rebekah Meads, Steve Houtman. Nay-Darla Pawson. Absent-Timothy Morris.
- Pete Hoogerhyde asked us to email him this commitment so they can let the road commission board know that Jordan Township has dedicated funds of \$150,000 to Old State Rd./Adams Rd. He said he would also need the meeting minutes reflecting this commitment.
- Emily Selph & Anna Wasylewski introduced themselves. As Jordan Township is seeking out a new Assessor as Karleen Sempert (current assessor) is resigning as of March 31st, 2023. They both shared a little bit about themselves and included their resumes for the board to go over. They shared that when looking over information available to them for Jordan Township assessing, that attachments backup has been lost somewhere along the way with previous assessors. They also noted that things haven't been catalogued since 2018 as there is no record of it. It looks as though 550 improved parcels is what it's currently saying. Because of the heavy work load Jordan Township requires in assessing, it will take extra work and therefore they are requesting we hire both of them for \$16,000 a year salary, but split it in half between the two of them. Making them two separate employees getting paid \$8,000 salary a year. They are also requesting we hire out a contractor to do the other 30% of the assessing and that it gets done in a time span of over two years. The separate contracting company we would hire out would approximately cost the township an extra \$6,000 per year in assessing. They also said when speaking to the contracting company, they would charge \$35 per improved parcel. They said we should expect to find more and if so that number may be higher. They shared things that needed to be included on our website which are the following: poverty guidelines on website, land analysis, ECF analysis and parcel info (through BS&A online). They also said they expect an annual CPI increase.
- Elizabeth Crawford made motion to hire Emily Selph and Anna Wasylewski as our assessors for Jordan Township. We will pay them a split salary of \$16,000 per year and we will hire out/contract out the other 30% of assessing work. Steve Houtman seconded the motion with all in favor and 0 nays.

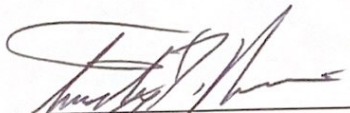
- Darla Pawson made a motion to appoint Elizabeth Crawford as the Michigan Participating Plan Appointment of Membership Representative Resolution for Jordan Township. Rebekah Meads seconded the motion with all in favor and 0 nays.
- Darla Pawson made motion to pay the Board of Review members \$75 for a half day (anything 4 hours or less) and \$150 for a full day. Elizabeth Crawford seconded the motion with all in favor and 0 nays.
- Steve Houtman made a motion to approve the Budget for 2023. Elizabeth Crawford seconded the motion with all in favor and 0 nays.
- Rebekah Meads made note on the budget to amend the budget section for Assessor. It now reflects \$24,000 in the Assessor column for Jordan Township.
- Kate Mowbray took the Oath of Office for Board of Review in Jordan Township.

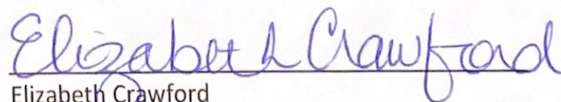
NEW BUSINESS:

- Jackie Wilson from Four Front Credit Union presented information and requested to take a look at our current bank accounts to see if Four Front can provide a greater interest rate on our CD's, general account, etc. Shared information about positive pay, payroll subscription, direct deposit, etc. Shared general information about what they could offer to Jordan Township. Going to check with Auditors to see if direct deposit is something that is a good idea or not. Board will wait to make any decisions on this.
- Darla Pawson is now a notary for Jordan Township. Will add this to Jordan Township website. Stating Notary Services are available to all Jordan Township residents at no charge.
- Clean up day - Motion made by Steve Houtman to pay \$100 for the day for 2 workers on May clean up day. All other workers will be on a volunteer basis. Rebekah Meads seconded motion with all in favor and 0 nays.

PUBLIC COMMENT:

Adjourn: 6:57 pm


 Timothy Morris
 Supervisor


 Elizabeth Crawford
 Clerk

Jordan Township Meeting Minutes

April 24th, 2023

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

Absent: Steve Houtman (Trustee)

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

Motion: To approve meeting minutes, motion made Darla Pawson, seconded by Rebekah Meads.

Motion: To approve annual meeting minutes, motion made by Elizabeth Crawford, seconded by Darla Pawson.

Motion: To approve budget meeting minutes, motion made by Darla Pawson, seconded by Rebekah Meads.

Motion: To approve pending bills, motion made by Rebekah Meads, seconded by Elizabeth Crawford.

Treasurer's Report: See attached

Sheriff: Kevin, the new under Sheriff discussed the 2 brand new marine division boats. Pro image putting stickers on at zero cost. See attached.

Commissioner Lavanway: See attached

Ambulance Authority Report: Absent.

Ordinance Officer Report: He's currently working with 3 people and trying to figure out the court transcriber to deal with repeat offenders. The cost is \$60 to have the printed off transcript when Jordan Township takes residents to court. Tim Sothard spoke with the Magistrate. Specific complaints is what Tim is still working on as well. Tim Morris made a motion to allow for the transcripts when needed at the cost of \$60. Seconded by Elizabeth Crawford. All in favor said aye, zero nays.

OLD BUSINESS:

- Jackie Wilson from Four Front Credit Union presented information and requested to take a look at our current bank accounts to see if Four Front can provide a greater interest rate on our CD's, general account, etc. Shared information about positive pay, payroll subscription, direct deposit, etc. Shared general information about what they

could offer to Jordan Township. Going to check with Auditors to see if direct deposit is something that is a good idea or not. Board will wait to make any decisions on this.

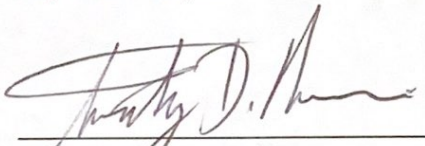
- Darla Pawson is now a notary for Jordan Township. Will add this to Jordan Township website. Stating Notary Services are available to all Jordan Township residents at no charge.
- Clean up day - Motion made by Steve Houtman to pay \$100 for the day for 2 workers on May cleanup day. All other workers will be on a volunteer basis. Rebekah Meads seconded motion with all in favor and 0 nays.

NEW BUSINESS:

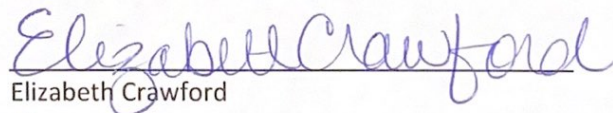
- Tim Morris discussed Cemeteries in Jordan Township. He has been taking care of them, marking graves, etc. He has worked with Mark Penzien to get things in order w/probe. Space seems to be a problem because of poor record keeping. Trees w/roots have compromised space in some areas. Pop tops, beer cans, barbed wire, etc makes it tricky to find plots. The cemeteries have all been surveyed, so the plots are accurate.
- Lawn Care Maintenance – going up for bid. Accepting bids April 25th – May 9th, 2023. Will be added to Jordan Township website and Jordan Township Facebook page.
- Rebekah Meads will move the General Account into an interest bearing account; 3 months at 5%.

PUBLIC COMMENT: A resident asked about hunting on State land/County property. There is an app called Onyx Hunting. It tells you where it's legal to hunt. You can also contact a conservation officer for detailed explanation. State Police land is no public access.

Adjourn: 7:23 pm



Timothy Morris
Supervisor



Elizabeth Crawford
Clerk

Jordan Township Meeting Minutes

May 22nd, 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 Darla Pawson, seconded by Rebekah Meads.

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

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

Treasurer's Report: See attached.

Sheriff: Absent

Commissioner Lavanway: See attached.

Ambulance Authority Report: Got another small ambulance.

Ordinance Officer Report: Absent. Tim Morris spoke with Tim Sothard though via text message. He is still working with the same three people. It was discussed that we might need to talk to lawyer about specific wording in the blight ordinance, for example, does it need to specifically state no fencing made using tires is allowed.

OLD BUSINESS:

- Tim Morris discussed Cemeteries in Jordan Township. He has been taking care of them, marking graves, etc. He has worked with Mark Penzien to get things in order w/probe. Space seems to be a problem because of poor record keeping. Trees w/roots have compromised space in some areas. Pop tops, beer cans, barbed wire, etc makes it tricky to find plots. The cemeteries have all been surveyed, so the plots are accurate.
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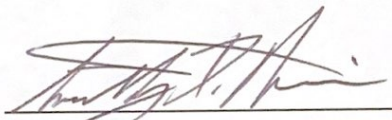
NEW BUSINESS:

- Darla Pawson notarized a township resident for the first time. She also shared that clean-up day went well for the most part. There were a few disgruntled people, but overall, it went well.

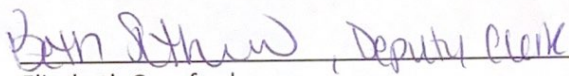
- Lawn Care bids- The board reviewed all three bids from B & W Maintenance, Patriot Lawn Care and Sheldon Outdoor Services. The board decided to accept the bid from B & W Maintenance. Tim Morris will speak with them directly about what the board expects for spring clean-up and regular maintenance of the grounds on all 4 cemeteries and the Township Hall.
- The Board received a letter from a resident complaining about property. Although they didn't include their name or contact information, so the board is not accepting it.
- Board reviewed the L-4029 and Tim Morris and Elizabeth Crawford signed it.
- Board received a letter from Tobin & Co. to perform audit for the last fiscal year. The board decided to stick to the usual- an audit every 2 years. So next year (2024) is when the next audit will be performed. Elizabeth Crawford will contact our auditors to let them know the board's decision.

PUBLIC COMMENT: Resident asked how many plots are left in the various cemeteries Jordan Township owns. Tim Morris responded to the question by stating some have a lot of plots left- Trojanek and Morris have quite a few, but Brown does also.

Adjourn: 7:14 pm



Timothy Morris
Supervisor



Elizabeth Crawford
Clerk