

Jordan Township Meeting Minutes

October 24th, 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 pending bills, motion made by Steve Houtman, Seconded by Rebekah Meads.

Treasurer's Report: See attached

Sheriff: None

Commissioner Lavanway: See attached

OLD 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 I9'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.

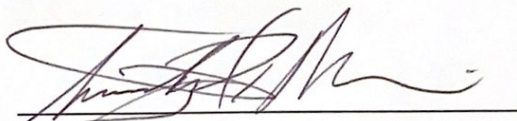
Timothy Morris said we need to start looking for someone else to plow the Township Hall as he will no longer be plowing anymore.

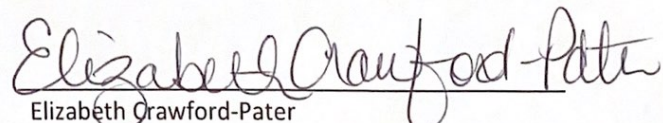
V BUSINESS:

- Addressed the Budget- Darla Pawson would like to make sure the mileage budget is not over, if so we can amend it.
- Oath of Office-Tim Morris swore in Suzan Falco as Deputy Supervisor. Will be notarized at the next board meeting, November 27th, 2022 by Dawn Lavanway.
- Propane is at 70% - we need to make a decision to run it out until empty or switch to Krist propane now. Autofill is turned off w/ Ellsworth Farmers Exchange. Darla Pawson makes motion to have the tank pumped out and set up new tank with Krist so it's not a hassle come winter. Rebekah Meads seconded the motion. All in favor said aye: Tim Morris, Darla Pawson, Steve Houtman, Rebekah Meads and Elizabeth Crawford-Pater. Nay: none.
- Steve Houtman had a question about the previous checks not signed. Rebekah reported there is nothing the Bank can do, as it just depends on where the check is cashed. The checks noticed were from previous month, not this month.
- Elizabeth Crawford-Pater shared another Township purchasing/bid policy to adopt. All board members looked it over and agreed we should adopt the policy. Steve made motion to adopt the bid policy, seconded by Darla. All in favor: Tim Morris, Darla Pawson, Steve Houtman, Rebekah Meads and Elizabeth Crawford-Pater. Nay: none.
- Darla Pawson made motion to make a separate bank account for the Road Millage (Best practices from Auditor) and Steve Houtman seconded the motion. All in favor: Tim Morris, Darla Pawson, Steve Houtman, Rebekah Meads and Elizabeth Crawford-Pater. Nay: none.
- Elizabeth Crawford-Pater going to call Atlas Electric about coming and checking out the sign. To better secure it and update cables, etc. if needed.
- Ambulance Authority shared about the Open House that will take place at the EMS/Fire building. Talked about the proposal and Megan said she will bring operations report to the November meeting.
- Darla made police report for paperwork that is missing, for just in case purposes.

PUBLIC COMMENT:

Adjourn: 7:15 pm


Timothy Morris
Supervisor


Elizabeth Crawford-Pater
Clerk

Jordan Township Meeting Minutes

November 28th, 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 Elizabeth Crawford-Pater, seconded by Steve Houtman.

Motion: To approve pending bills, motion made by Steve Houtman, Seconded by Elizabeth Crawford-Pater.

Treasurer's Report: See attached

Sheriff: None

Commissioner Lavanway: See attached

OLD BUSINESS:

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- Darla Pawson made motion to make a separate bank account for the Road Millage (Best practices from Auditor) and Steve Houtman seconded the motion. All in favor: Tim Morris, Darla Pawson, Steve Houtman, Rebekah Meads and Elizabeth Crawford-Pater. Nay: none.
- Elizabeth Crawford-Pater going to call Atlas Electric about coming and checking out the sign. To better secure it and update cables, etc. if needed.
- Ambulance Authority shared about the Open House that will take place at the EMS/Fire building. Talked about the proposal and Megan said she will bring operations report to the November meeting.
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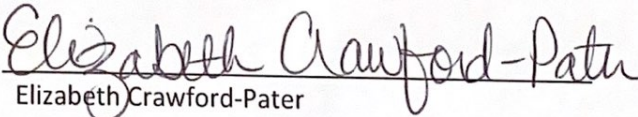
NEW BUSINESS:

- Elizabeth Crawford-Pater made motion to approve October 24th meeting minutes. Steve Houtman seconded motion. All in favor: Timothy Morris, Darla Pawson, Steve Houtman, Elizabeth Crawford-Pater and Rebekah Meads.
- Steve Houtman made motion to approve pending bills. Elizabeth Crawford-Pater seconded motion. All in favor: Timothy Morris, Darla Pawson, Steve Houtman, Elizabeth Crawford-Pater and Rebekah Meads.
- Rebekah made mention to check QuickBooks subscription as it was \$37.10, not \$19.08 as listed on pending bills.
- Harvey Theibert was sworn in-Oath of Office for Board of Review employee.
- Steve Houtman was wondering what the overpayment was from. It was an overpayment from the IRS back to Jordan Township.
- Rebekah Meads will be separating Road Millage bank account, but needs October Meeting Minutes to set that up.
- Steve Houtman made motion to go with Morgan Hefty with Hartwood Horticulture for plowing the township hall, as he was the only bid received. Darla seconded the motion. All in favor: Timothy Morris, Darla Pawson, Steve Houtman, Elizabeth Crawford-Pater and Rebekah Meads.
- Discussed new lawn crew-look into other companies as it has been a while since we put it up for bid.
- Roads discussion-Tim Morris suggested Jordan Township starts discussion about getting Stanek Rd. redone. He stated he will talk to Burt about getting it done. Rebekah Meads suggested cashing in one of the CD's that is a little over \$100,000 and combine with the Road fund to make it around \$190,000 to do some work on the roads in Jordan Township.
- Elizabeth Crawford-Pater shared with the board that end of the year is fast approaching and asked for approval to get Heather Jackson (Accountant's) help. Will not take too long, but wanted approval just in case it goes over the one hour allotted time that is currently allowed without board approval. The board did not approve this ask. Board said the Clerk should do this herself and ask another Clerk for help if needed; that it is not necessary for the accountant to assist in doing it and that things can be corrected if mistakes are made as it will be the first time Elizabeth Crawford-Pater does end of the year paperwork.
- Steve Houtman gave an ambulance authority report since he is on the board. One of the vehicles needs a new motor, but instead of buying a new motor, it would be ideal to get a new vehicle that would be longer lasting.

PUBLIC COMMENT: Sue Falco suggested looking into a different maintenance crew-but to remember they do have to be licensed and insured. Question arose from Aaron Meads about fiscal responsibility at the Ambulance Authority.

Adjourn: 7pm


 Timothy Morris
 Supervisor


 Elizabeth Crawford-Pater
 Clerk