

**MINUTES OF THE REGULAR MEETING OF THE
TUSCARORA TOWNSHIP BOARD
November 13, 2018 – Approved with Changes**

Meeting called to order at 7:00 pm by Supervisor Ridley with the Pledge of Allegiance.

Roll call by Clerk Fisher. Board members present were Mike Ridley, Supervisor; Susan Fisher, Clerk; Bobbi Balazovic, Treasurer; Trustees Craig Waldron and Janet Vance. A quorum of the board was present.

The October 2, 2018 meeting minutes were approved as presented.

Waldron moved, and Vance supported to adopt the agenda as presented. Motion carried.

Public comments on agenda items began at 7:02 p.m. No public comments were received.

Committee/Commission Reports

DDA – An MDOT TAP grant has been applied for and a loan **application pre-application** for USDA for \$1.1 Million dollars has been submitted. They have also met with Consumers Energy on the light poles. **Parks Commission** – A new ball field has been added.

Library Report

The new I.L.S. system – used for checking out and in books is now in use. A library renovation will be done this winter and the library will be open for as long as possible during the process. They are raising funds for the renovations.

Treasurer Report

The general accounts have \$2,098,786.83 and the tax accounts have \$7,952.52 with interest.

Correspondence

Letter received from Debbie Minch regarding the boat launch parking and traffic.

O & M Billing Schedule

Waldron moved, and Fisher seconded to change the O & M billing dates to better coincide with the winter tax collection on past due O & M payments. A two-month bill will be mailed late December and then quarterly beginning January 2019. Motion carried.

Airport Manager Report

The proposed storage building is on hold. The estimated cost was \$18,000 and the two quotes that were received ranged from \$33,000 to \$34,000. Fencing, crack sealing and runway marking will be done spring, 2019.

Credit Card Resolution

Vance moved, and Waldron supported a change in our Resolution for the acceptance of payments by financial transaction device to include utility payments. A roll call vote was taken: Balazovic, yes; Fisher, yes; Waldron, yes; Vance, yes; Ridley, yes.

Feasibility Study/RFP

We have received five bids. Blake Smith, USDA, recommended to Ridley that we include pre-engineering along with the feasibility study. Ridley recommends that we reject these bids and get bids for the preliminary engineering report that will also include the feasibility study.

Balazovic moved, and Waldron supported rejecting the feasibility study bids and obtaining preliminary engineering report bids. Motion carried.

Resolution to Authorize use of ACH

For a number of years, we have been paying our withholdings via electronic transfer of funds and Fisher cannot find where we had previously adopted a formal resolution authorizing the use of ACH transactions.

Motion by Waldron and seconded by Fisher to adopt a Resolution to Authorize use of Automated Clearing House (ACH) Arrangements and Electronic Transactions of Funds. A roll call vote was taken: Vance, yes; Balazovic, yes; Fisher, yes; Waldron, yes; Ridley, yes. Motion carried.

Budget Adjustment

Waldron moved and Vance supported Fisher's requested budget adjustments of: \$15,000 from 101-000-386-00 Park Fund Balance to \$15,000 101-751-967-00 Park Special Improvement Projects; \$10,800 from 101-101-709-00 Employer Social Security to \$1,000 101-171-709-00, \$2,500 101-215-709-00, \$2,300 101-253-709-00, \$3,600 101-257-709-00, \$300 101-567-709-00; \$7,650 from 101-000-389-01 Veterans Pier Fund Balance to 101-751-977-00 Parks Equipment (benches) and \$16,000 from 101-000-390-00 Fund Balance to 101-265-930-00 Repairs & Maint. Building. Motion carried.

Audit Update

Fisher reported that the audit is almost complete – expecting to have it complete prior to the next board meeting. The new BS&A software should have been booked entirely in 2017/2018 due to the date of installation. This will make the clerk's department to be over budget for 2017/2018 and under for 2018/2019.

Public comment began at 7:25 p.m. Comments were received from two citizens. Public comment ended at 7:30 p.m.

Motion by Waldron and seconded by Balazovic to pay the bills and approve the general ledger transactions. Motion carried with five ayes.

Waldron moved to adjourn at 7:35 p.m.

Susan Fisher, Clerk

Michael Ridley, Supervisor