

MAY 10, 2022
REGULAR MEETING MINUTES
TUSCARORA TOWNSHIP
3546 S. Straits Hwy
Indian River, MI 49749

- **Call to Order with Pledge of Allegiance**

Supervisor Ridley called the meeting to order at 7:00 pm.

- **Roll Call of Board Members**

Present: Kramer, Webb, Ridley, Balazovic, Vance. There was a quorum of the Board present.

- **Minutes of April Meeting**

Motion to dispense as written made by Vance, supported by Kramer. All in favor, motion carried.

- **Adopt Agenda**

Motion to adopt the agenda by Webb, supported by Balazovic. All in favor, motion carried.

- **Public Comment on Agenda Items**

There were two public comments

- **Correspondence**

There was one letter from PIEG

- **Treasurer's Report and Bills**

Motion to accept the Treasurers report and authorize payment of the bills/payroll made by Kramer, supported by Vance. Motion carried.

Motion by Bobbi for a budget adjustment to transfer \$2500.00 from 101-101-704-00 to 101-101-704-02, supported by Vance. Motion carried.

Motion by Ridley to add Brick Pavers to the post audit policy list second by Kramer. All in favor, motion carried.

- **Police Report**

Chief Temple reported that they have completed their snowmobile grant from last winter.

Reports:

- **DDA:** Have the proofs for the exhibits and are reviewing. Waiting on survey for the corner before they can put the well in.

- **Parks Commission:**

Jennifer Andrew said that Parks has applied for \$100,000.00 grant through Kubota and will know about July 13th if they were considered and awarded the grant. Doug said the Scoreboard is up on field six, Ohiovile Cemetery is raked and waiting for a wet day to move the leaves.

- **Planning Commission:** Mike Cherveny reported that the Planning Commission will hold a preliminary meeting Thursday at 1:00 to begin looking at the update to the Master Plan.
- **Cemetery:** Janice indicated that there were two internments scheduled and three pending internments with three people needing help locating graves and one potential purchaser. Will get with Dawn. All activity at Oakhill. Webb asked who the people were so that we aren't duplicating efforts, they were Roberta Ball, Debbie Dillon, Carol Metiva.

- **Library Report:**

Hobby hangout class on spring cleaning – learn how to make laundry detergent and counter spray – sign up on the website. Also offering COVID test kits one kit (two tests). Summer reading signup. Cooperation book walk collaborating with Parks Dept.

- **Sewer Report:** No changes - online
- **Audit Engagement Agreement:** Bobbi requested to have scope identified so that off the books conversations were not included in the audit driving costs up. Motion to engage Gaibridge by Kramer, supported by Vance. All in favor, motion carried.

- **Police Department Contract:**

Motion to approve the new three-year contract made by Vance, supported by Balazovic. All in favor, motion carried.

- **Policy Update:**

Discussed that Dawn is working with Gaibridge on some of the outstanding policies and will have something for the June regular meeting. **Discussed policies that Janet had requested (see Vance attachment A)**

- **Inter Agency Agreement (Cheboygan County Road Commission/River St. Detour):**

Motion to accept agreement made by Vance, supported by Balazovic. Motion carried.

Roll Call:

Kramer – yes, Webb – yes, Ridley – yes, Balazovic – yes, Vance - yes

- **Street Sweeping Contract:**

Motion made by Balazovic support by Webb to approve \$1750.00 for street power sweeping.

- **Christmas Tree on township property:**

Motion to approve the removal of the old Christmas made by Vance, supported by Webb. All in favor, motion carried.

- **VA Clinic request:**

Motion made by Kramer, supported by Vance to work a deal for storing/selling sand removed from the clinic site out of the pit. Projections are 150,000 cubic yards = 20,000 truckloads. All in favor, motion carried.

- **ARPA Wish List Discussion:**

Motion made by Balazovic supported by Webb to use ARPA money not to exceed \$65,000 to replace/repair the following:

Air handler replacement

Building Fascia replacement

Changing table for bathroom addition

Handicap power doors addition

Defib equipment

Steps to the river, replacement

All in favor, motion carried.

Motion made by Balazovic and supported Kramer by to give Police department \$57,000.00 to help pay for new vehicles. All in favor, motion carried.

- **FY 2022/23 Salary Resolution:**

Allow the electorate to vote Increase Board Salaries by 3%

Motion by Vance supported by Kramer to forego salary increase. No other support, motion failed

Trustee salary increase to \$4367

Kramer – No

Webb – Yes

Ridley – Yes

Balazovic – Yes

Vance – No

Supervisor Salary increase to \$25,165 (w/out Assesssing)

Kramer – No

Webb – Yes

Ridley – Yes

Balazovic – Yes

Vance – No

Clerk salary increase to \$25,165

Kramer – No

Webb – Yes

Ridley – Yes

Balazovic – Yes

Vance – No

Treasurer salary increase to \$28,716

Kramer – No

Webb – Yes

Ridley – Yes

Balazovic – Yes

Vance – No

- **EGLE Grant:**

Motion made by Vance and supported by Webb to allow Mike to sign the agreement if there are no changes from the language in the draft. All in favor, motion carried.

- **Public Comment:**

There were seven public comments

- **Board Comment**

There were three Board comments

- **Motion to Adjourn**

Vance Attachment A

POLICY UPDATE

Items to discuss for May 10 meeting.

These items (1-4) are covered in the SEFA grant reporting form. Joe Verlin and Richard Neihardt from Gabridge are working with Dawn to complete this by June 30.

1. Schedule of expenditures of Federal Awards
2. Allowability of costs charged to federal programs
3. Cash Management
4. Financial Management

The items below are recommended Best Practices and we will adopt them as policy as it becomes necessary

5. Procurement (bid policy)
7. Travel Costs Policy
8. Purchasing Policy and Procedures

These are not specifically required but we have adopted as "Best Practices" item numbers 6, 9 & 10

6. Compensation Payroll/Policy
9. Monthly Budget Reporting (quarterly minutes)
10. Payroll procedures
11. Budget Policy and Timeline

The last item has no reference in state or federal law, nor in best practices.

12. Written Policies and Procedures for day to day operation