

**Tuscarora Township Board**  
**3546 S. Straits Hwy., Indian River, MI 49749**

**November 19, 2022 at 10:00 AM**  
**Special Meeting Minutes**

**ITEM 1: Call to Order**

Supervisor Ridley called the meeting to order at 10:00 am.

**ITEM 2: Roll Call:**

Present – Treasurer Balazovic, Trustee Kramer, Supervisor Ridley, Clerk, Reidsma, Trustee Vance.  
All Board members were present. Quorum – yes.  
Staff Present - Deputy Clerk Dillaha

**ITEM 3: Adopt Agenda:**

Public comment: None

**Motion:** Moved to amend the agenda to eliminate items 5 through item 9 and add a new Item 5: Awakon CU Signature Cards.

Moved by Kramer, seconded by Reidsma  
Motion CARRIED by unanimous consent

Public moment of silence requested for the Langs, their employees, and the first responders to the fire and Pat & Gary's.

**ITEM 4: Township of Excellence Policies – Financial Administration and**

**Motion:** Move that the subject be postponed to the December 6, 2022 regular meeting.

Discussion: There has been insufficient time to prepare for meeting on a subject of critical importance to the township.

Moved by Balazovic, seconded by Ridley  
Vote: In favor – Ridley, Balazovic      Opposed: Reidsma, Kramer, Vance  
Motion FAILED

**Motion:** Move that Janice Dillaha, as a subject matter expert, assist with discussion at today's workshop.

Moved by Kramer, seconded by Reidsma  
Discussion: None  
Vote: Motion CARRIED

Continued...

**ITEM 4: Continued**

Financial Administration Chapter 4 of the “Tuscarora Township Board Manual and Administrative Polices” (“manual”) was read in summary or paraphrased. This chapter includes previously enacted financial policies. Agreed to send Chapter 4 to our Auditor by Clerk for cost & timing to review post edits in red (strike-thru, additions) for professional confirmation of the document. Estimated cost of \$250-\$750 and an estimated delivery by end of December 2022 per Joe Verlin at Gabridge.

**Discussion:**

- Township strategic plan will be created from public, township boards, and commissions
- Prioritized budgeting with line item to be created by chair or department head
- Request of audit firm to ask for an estimate to review and approve this chapter and a date that this work could be completed.
- Capital improvement plan (“CIP”) to be created for the township to meet Michigan Economic Development Corporation (“MEDC”) and to sewer system funding requirements. The plan should integrate with the Downtown Development Authority (“DDA”) and the township budget
- Financial reporting preparation and review
- Cross training, segregation of duties and other internal controls
- Transaction recording and reporting policies
- Need to review ACH and other electronic payment agreements
- Safeguarding employee information – privacy and identity theft, red flag policies
- Development of training content for township staff
- Local vendor preference for township purchases

Employee Handbook Chapter 5 – Personnel Policy (including previously enacted Hiring policy) of the draft manual. This was not read into the minutes except for the Employee Grievance Procedure 5.33

**Discussion:**

- Additions were made to include policies, social media, weapons, etcetera, verbatim as suggested by our insurance company, Par-Plan.
- Addition was made for an employee grievance procedure at 5.33.
- Discussion about the ability to administer grievance process, employee rights, closed meeting vs Open Meeting Act issues.

Agreed to send to the attorney for review post edits by Supervisor.

**ITEM 5: Awakon Credit Union Signature Cards**

**Motion:** Move to remove Karen Pung, Michael Balazovic, Susan Fisher, and add Jay Reidsma and Janice Dillaha and ~~Terri Witkulski~~ Teri Witulski to the signature cards at Awakon Credit Union

Moved by Balazovic, seconded by Reidsma  
Motion carried by unanimous vote.

**ITEM 6: PUBLIC COMMENTS:**

Public comment began at 11:40 am with comments from one (1) person.

**ITEM 7: BOARD COMMENTS:**

There were comments from two (2) board members.

**ADJOURNMENT:** The meeting was adjourned at 11:42 am

Respectfully submitted,  
Jay Reidsma  
Clerk Tuscarora Township