

**Tuscarora Township Board**  
**3546 S. Straits Hwy, Indian River, MI 49749**  
**Special Meeting at 7:00 pm - Township Hall**  
**November 29, 2022**

**Call to Order:** Clerk Reidsma called the meeting to order at 7:00 PM

**Roll Call:** Present - Treasurer Balazovic, Trustee Kramer, Trustee Vance, Clerk Reidsma  
Absent - Supervisor Ridley      Quorum - Yes    Staff Present - Deputy Clerk Dillaha

**Motion for Moderator:** Clerk Reidsma entertained a motion for meeting moderator. Trustee Vance moved to nominate Trustee Kramer. Clerk Reidsma seconded the motion. Motion passed 4-0

**Public Comment on Agenda Items:** None

**Township of Excellence Policies - Chapter 6, Records Management**

(1) Chapter 4 - Verlin (Township Auditor) gave an estimate cost of \$250-750 to review Chapter 4 "Financial Administration" and could have it finished by Dec. 15.

**Motion:** Trustee Vance made the motion to approve up to \$750 for the auditor to review Chapter 4. Clerk Reidsma seconded. Passed 4-0

(2) Chapter 5 - Trustee Kramer made the announcement that our attorney will review Chapter 5 and hopes to have it ready for the December 6 Board Regular Meeting. He also recommended for the Police Dept to review the Policy Manual - Chapter 5, and to let us know if there was anything they wanted or needed changed. Kramer wanted to add an exclusion of Police personnel due to their union contract for certain requirements in Chapter 5, and advised the attorney of his suggestions.

(3) Chapter 6: Clerk Reidsma reviewed the chapter with the Board because records management most affects his position. This chapter also updates FOIA policy.

**Motion:** Trustee Vance made the motion to accept Chapter 6 with amendments. Trustee Kramer seconded. Motion passed 3-1.

**Personnel Items:** None

**Assessing:** Allen Berg scheduled to be at Dec. 1 meeting for questions and discussion. Clayton McGovern to appear before the board for questions and discussion Dec. 3

**Audit:** Clerk Reidsma reported he spoke to Mr. Verlin (Auditor) and he believes the audit will be finished by Dec 23. A remote audit review can occur January 3, or his representative will be available in person as well. The Board needs to decide how they want to proceed.

**Budget Adjustments:** None

**Housekeeping:**

**Motion:** Trustee Kramer makes a motion to purchase two "Kofax" programs, with purchase not to exceed \$300.00. Trustee Vance seconded.

Discussion: This will eliminate undue burden for our committees to be mandated to use "Word". This program will enable conversion of any document to PDF for compiling the Consent agenda and allowing all necessary conversion to be done at the office.

Motion Passed 4-0

**Citizen Comment:**

Webb: FOIA

P. McGinnis: FOIA

R. Odenwald: FOIA, minimum wage, Auditor

**Board Comments: 1**

Meeting adjourned: 8:25 PM

Respectfully submitted,

Jay Reidsma – Tuscarora Township Clerk