

**TUSCARORA TOWNSHP BOARD**  
**3546 S Straits Hwy**  
**Indian River, MI 49749**  
**Regular Meeting Minutes**  
**March 7, 2023 at 7:00 PM**

**ITEM 1: CALL TO ORDER** – The meeting was called to order by Supervisor Ridley at 7:00 pm.

**ITEM 2: PLEDGE OF ALLEGIANCE** – Supervisor Ridley led the board and audience in the pledge of allegiance.

**ITEM 3: ROLL CALL -**

Present – Supervisor Ridley, Treasurer Balazovic, Trustee Vance, Trustee Kramer

Absent – Clerk Reidsma

Staff Present – Chief Temple, Deputy Clerk Dillaha

**ITEM 4: BOARD MEMBER CONFLICT OF INTEREST STATEMENT** – Supervisor Ridley asked the board to communicate any potential conflict of interest on board items, none were communicated.

**ITEM 5 PUBLIC COMMENT ON AGENDA ITEMS:**

The floor was open for public comment at 7:02 pm.

T Maves – statement of support for a forensic audit for the township.

S Snyder – statement of support for a forensic audit for the township.

J McGinnis – statement of support of sewer project and it's expansion.

Public comment was closed at 7:08 pm.

**ITEM 6 CONSENT AGENDA**

MOTION: Move to approve Consent Agenda as amended.

Moved by Kramer, seconded by Vance

Voice vote

MOTION CARRIED by unanimous consent.

**ITEM 7 APPROVAL OF MEETING AGENDA**

MOTION: Move to amend agenda by moving ITEM 9c: Planning Commission Vacancy into the Consent Agenda to affect the acceptance of Lisa Schofield's application and appoint her to the Planning Commission vacant seat.

Moved by Kramer, seconded Vance

Voice vote

MOTION CARRIED by unanimous consent.

Assessor, Bills, Treasurer Report, Minutes to New Business, Sewer Report from the Consent Agenda to

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New Business without objection.

**ITEM 7 APPROVAL OF MEETING AGENDA**

MOTION: Move to add two items to New Business 1) the Grant Coordinator position 2) Administrative and Office Assistant positions.

Moved by Balazovic, seconded by Ridley

Voice vote: In favor – Balazovic, Ridley; Opposed Vance, Kramer

MOTION FAILS

MOTION: Move to address ITEM 9d Attorney's Letters of Opinion in closed session

Moved by Ridley, seconded by Kramer

Voice vote

MOTION CARRIED by unanimous consent

MOTION Move to approve amended meeting agenda.

Moved by Balazovic, seconded by Ridley

Voice Vote

MOTION CARRIED by unanimous consent.

**ITEM 8 OLD BUSINESS** None

**ITEM 9a – REQUEST FOR A FORENSIC AUDIT**

MOTION: Move to draft and RFP for the township to engage an auditing firm to conduct a forensic audit of the township files for the six years going back to 2017.

Moved by Balazovic, seconded by Kramer

Voice vote

MOTION CARRIED by unanimous consent

DISCUSSION:

Three firms in the State of Michigan that conduct forensic audits.

Report of the process of examining the past three years.

Scope of work.

Review of RFP before it goes out.

**ITEM 9b PROFESSIONAL POINT OF CONTACT**

MOTION: Move to establish Supervisor Ridley as the point of contact for communication for contact with the attorney.

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Moved by Ridley, seconded by Balazovic.

Voice Vote: In favor – Ridley, Balazovic, Opposed – Kramer, Vance

MOTION FAILED

**DISCUSSION**

Board member wants the right to contact the attorney directly

Handbook was not sent as directed in prior board meeting

**ITEM 9c: PLANNING COMMISION VACANCY -**

Supervisor Ridley and the board recognized Lisa Schofield as the new member of the Planning Commission.

**ITEM 9d: ATTORNEY'S LETTERS OF OPINION**

MOTION: Move for the board to go into closed session for this item under MCL 15.243(1)(g)

Moved by Kramer, seconded by Vance

Voice vote

MOTION CARRIED by unanimous voice vote.

Meeting moved to close session at 7:26 pm

MOTION: Move to reconvene public meeting.

Moved by Kramer, seconded by Vance

Voice vote

MOTION CARRIED by unanimous consent.

Public meeting reconvened at 8:02 pm

**ITEM 9e: PARKS COMMISSION QUESTION**

MOTION: Move to declare the Park Commission seat vacant.

Moved by Vance, seconded by Kramer

Voice vote

MOTION CARRIED by unanimous consent.

MOTION: Move to appoint Pat McGinnis to the vacant seat for the period of 31 days as an interim member of the Commission.

Moved by Vance, seconded by Kramer.

Voice vote,

MOTION CARRIED by unanimous consent.

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MOTION: Move to post the vacancy for the remainder of the term ending 2024 for a period of 14 days.  
Moved by Ridley, seconded by Kramer  
Voice vote,  
MOTION CARRIED by unanimous consent.

**ITEM 9f: OFFICE ACCESS/KEYS AND CREDIT CARDS**

MOTION: Move to issue keys to Supervisor, Treasurer, and Maintenance Supervisor  
Moved by Ridley, seconded by Balazovic  
Voice vote: In favor – Ridley, Balazovic; Opposed – Kramer, Vance  
MOTION FAILED

**DISCUSSION**

The policy gives the responsibility to the Supervisor to manage access to the office.  
Change in access needs to be approved by the board.  
Management of credit card transactions  
Request to table the discussion to a future meeting.

**DISCUSSION**

Cindy Dodge reports that the credit cards should be under the authority of the Treasurer.  
Issuing cards to the township employees.  
Reconciliation of credit card accounts.  
Scope of the attorney review.  
Needs of the township need to be determined by the board

**ITEM 9g: SUBMISSION OF SEWER PROJECT FOR CONGRESSIONAL FUNDING**

MOTION: Move to authorize sewer sub-committee to submit three applications to our Congressional representatives by the deadline of March 15, 2023.  
Moved by Kramer, seconded by Vance  
Voice vote  
MOTION CARRIED by unanimous consent.

Supervisor Ridley read the resolution regarding the sewer expansion project in full into the record.

MOTION: Move to adopt resolution  
Moved by Kramer, seconded by Vance

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Roll call vote; In favor Ridley, Balazovic, Kramer, Vance; In opposition – none  
MOTION CARRIED

**ITEM 9h: FINANCIAL ADJUSTMENT**

**ITEM 9i: BILLS, TREASURER REPORT, MINUTES ASSESSOR:**

POINT OF ORDER – Vance reminded the Chair that the motion to move job descriptions to new business failed.

MOTION: Move to approve bills for payment.

Moved by Kramer, seconded by Vance

Voice vote

MOTION CARRIED by unanimous consent

MOTION: Move to establish township email accounts for the Deputy Treasurer, Deputy Clerk, and Assessor.

Moved by Kramer, seconded by Vance

Voice vote

MOTION CARRIED by unanimous consent

MOTION: Move to approve the minutes as edited.

Moved by Kramer, seconded by Balazovic

Voice vote

MOTION CARRIED by unanimous consent.

**DISCUSSION**

Questions regarding specific disbursements

Questions regarding the completeness of the reports

Agreement for the Treasurer and Deputy Clerk to meet at March 8, 2023 at 8:00 am

Trustee Vance and Supervisor Ridley agreed to work on revision of Assessor job description.

Discussion regarding issuing additional emails for township employees

**ITEM 10: PUBLIC COMMENT**

The floor was opened for public comment at 8:36 pm

P McGinnis – declined interim appointment to Parks Commission. Concerned about OMA violation related to closed session.

J Melner – noted rancor in the room during the meeting. Access to the records room. Thank you to

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police and other township first responders.

R Odenwald – read into the record an acknowledgment of E Barney award for Volunteer of the Year for Habitat for Humanity for the Grand Traverse region.

E Barney – the role of Habitat for Humanity and what is happening in this region.

B Henderson – spoke on access to the office.

B Murdoch – spoke on change, sewer expansion, economic development while protecting our waterways

Public comment ended at 8:51 pm

**ITEM 11: BOARD COMMENTS**

Three board members commented.

**ITEM 12: ADJOURNMENT:**

Meeting adjourned at 9:05 pm