

TUSCARORA TOWNSHIP
3546 S STRAITS HWY, INDIAN RIVER, MI 49749
DECEMBER 5, 2023 at 7:00 pm
REGULAR BOARD MEETING MINUTES

ITEM 1: CALL TO ORDER

The meeting was called to order by Supervisor Kramer at 7:00 pm.

ITEM 2: Pat Kolb, a guest of honor, led the board and public in reciting the Pledge of Allegiance.

ITEM 3: ROLL CALL

Present – Supervisor Kramer, Clerk Reidsma, Trustee Vance, Treasurer Dillaha, Trustee Pearson

Staff Present: Ron Odenwald, Penny Passino

All present. Quorum present – yes

ITEM 4: BOARD MEMBER CONFLICT OF INTEREST STATEMENT

No conflict of interest offered.

ITEM 5: APPROVAL OF MEETING AGENDA

MOTION: Move to approve the Meeting Agenda.

Moved by Dillaha, seconded by Vance.

MOTION CARRIED by unanimous voice vote.

ITEM 6: PUBLIC COMMENT ON AGENDA ITEMS

The floor was open for public comment at 7:01 pm. Closed at 7:01 pm.

No public comments

ITEM 7: APPROVAL OF CONSENT AGENDA

MOTION: Move to approve Consent Agenda items.

Moved by Vance, seconded by Pearson.

MOTION CARRIED by unanimous voice vote.

ITEM 8: OLD BUSINESS -- No items placed on agenda for Old Business.

ITEM 9: NEW BUSINESS:

ITEM 9a: KOLB RESOLUTION

MOTION: Move to accept the Kolb Resolution.

Moved by Reidsma, seconded by Dillaha.

MOTION CARRIED by unanimous 5-0 roll call.

Discussion: Richard J. Kolb passed away at the age 88 in October 2023. The Board wishes to acknowledge his twenty-nine years of service on the Tuscarora Township Fire Department and on the Township Parks Commission. He remained active in philanthropic causes within the community – The 100 Club, Cross in the Woods Church, Knights of Columbus, and Kiwanis Club. He anonymously donated funds to be used for the benefit of children. His memory shall not be forgotten.

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ITEM 9b: SEWER BILLS

MOTION: Move to approve payment on two Performance Engineering sewer bills, sewer expansion - phase 2 for \$52,210.25 and sewer equalization tank, for \$26,291.50, by charging the expense to the Enterprise Fund and requiring \$78,501.75 cash from the General Fund.

Moved by Reidsma, seconded by Vance.

MOTION CARRIED by unanimous voice vote.

Discussion: Funds will be reimbursed (60-100%) from various grants (depending on the grant), once the sewer system improvements are approved.

ITEM 9c: PARKS BILLS

MOTION: Move to fund this grant (\$100,000.00) and the initial purchases of \$34,034.00 from the General Fund that will be reimbursed by the Grant.

Moved by Reidsma, seconded by Vance.

MOTION CARRIED by Roll Call vote 5-0.

Discussion: Payment will cover purchases of Bleachers (\$21335), Fence Tubing Cap (\$5641), Windscreen (\$1448), and a down payment for fencing (\$5610 of a \$9350 commitment). Beau DePauw, Parks Commission chair, had committed to limit spending to \$100k on all grant items outlined in Grant Charter at a Parks Commission meeting.

ITEM 9d: PAYABLES CHECKLIST / CIP UPDATE

MOTION: Move to use the "checklist" to confirm the invoice has the required information for payment processing included on the invoice when submitted.

Moved by Reidsma, seconded by Pearson.

MOTION CARRIED by unanimous voice vote.

Discussion: Current policy in Chapter 4 (Financials) documents this policy. A quick summary of the procedure to pay invoices was reviewed. Invoices received by email, mail, or hand delivered, are presented to the Office Assistant, who will date/time stamp, and place them in the Department Head's mailbox. The Department head will use the Checklist to verify all required information is written upon Invoice and/or included on the Invoice, sign or initial, and then return to the Office assistant. If correct it will be processed, if not it will be returned to Department head for missing information. Certificates of Liability are a new request (for Vendors performing services on Township properties) to verify they are on-file and have a valid date of coverage.

CIP UPDATE

Information: The Board reviewed the Tuscarora Township Six Year Capital Improvement Plan Projects (CIP) document created in June 29, 2023 to confirm the status of each project with categories: 1) approved with funding / Work-in-process, 2) Not funded at this time, and 3) Funded / Complete.

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ITEM 9e: ELECTION REQUEST

MOTION: Move to pre-approve the cost for Election materials upon their arrival for costs not to exceed \$1800 for the Presidential Primary on February 27, 2024.

Moved by Reidsma, seconded by Dillaha.

MOTION CARRIED by unanimous voice vote.

Discussion: With pre-approval, we can attempt to seek State reimbursement where available. We continue to clean-up the Qualified Voter File (QVF) in anticipation of the upcoming election year. We recently did a mass mailing of voter ID cards and if you did not receive a card from the Township and you are a registered voter in Tuscarora Township, you need to contact our office. We have OVER 200 voter ID cards that were returned to us for insufficient addresses. We have discovered that there are multiple errors in the QVF system including voters that have been dead, for many years in some cases, that are still listed as active voters on our rolls as well as voters that have long moved away and are actually registered to vote in other states. TO BE CLEAR, there is NO evidence of voter fraud. In fact, we are recommending that voters utilize a website titled "checkmyvote.org". Using the "edit my address" tab you can see every voter that is registered at any particular address. We are asking that voters take the initiative to check their address and make sure that who is registered at your address is who should be registered at your address.

ITEM 10: PUBLIC COMMENT (up to 3 minutes)

Public comment began at 7:48 pm. Comments end 8:06 pm.

S. Fisher – Library Policies /Election Reimbursement

P. McGinnis – Current Board comments vs Future Board Comments

J. Amato – Blite

T. Goral – X-mas Lights – Offer to assist with hanging lights

C. Doty – Township Videos compliments, Board compliments, and Election Integrity

V. Losch – Election Integrity & Training expectations before judging

G. Temple – Thankyou for Underwater Drone donation from McGinnis

B. Henderson – Comments on Parks Commission meeting

ITEM 11: BOARD COMMENTS

Five board members commented.

ITEM 12: MOTION TO ADJOURN

Meeting adjourned at 8:16 pm.

Respectfully submitted by Jay Reidsma, Tuscarora Township Clerk