

TUSCARORA TOWNSHIP
3546 S. Straits Hwy, Indian River, MI 49749
June 10, 2025 7:00 PM REGULAR MEETING
MEETING MINUTES

Call to order: Supervisor Maves called the meeting to order at 7:03 p.m. and led the pledge of allegiance.

Roll call: Present: Fisher, Maves, Smith, Hutchison, and Decker. There was a quorum.

Board member conflict of interest statement (if applicable) Hutchison on 9d will abstain.

Public comment on agenda items (3 minutes per individual) None.

Approval of meeting agenda with the removal of 9c and add Steve from Performance Engineers before bills (8).

Approval of previous minutes of May 13, 2025 with no changes.

Reports:

Steve from Performance Engineers gave an update on the sewer system.

Bills and revenue & expenditure report – new reports given to board members including payroll reports. A total of 29 bills to be paid for a total of \$44,344.98. A question regarding Classic Cleaning bill. She is now cleaning 4 days a week.

Treasurer report – 18 bank accounts – 3 are not up to date pool, sewer, and library (because we need the bank statements for the library). Credit card system in the office went live today. Working on getting the ability to use a credit card at the boat launch.

Correspondence – none.

Airport – work continues on repairing the damage from the broken water pipe.

DDA – Closing out the Streetscape loan with the USDA. Working on extending the pathway, summer music series mainly funded through donations, working on adding street acts to other spots in town this summer. DDA meeting 3rd Monday of the month at 7pm.

FOIA - four

Library-Kelsey Rutkowski, Director - summer reading program, June summer events, Secretary of State mobile office is here once a month from 9 – 3. July 11, Aug 4, and Sept 15.

Parks-Beth Henderson - Looking to fill 1 full-time and 1 seasonal position. 40 hours per week Monday – Friday. Getting a scoreboard at Cooperation Park with the money from the Youth Grant. The truck and trailer in the parking lot are available through bids. Removed bathrooms at Green Docks due to vandalism. Beth Henderson is resigning effective immediately.

Police-Chief Gordon Temple - Completed the MCOLES audit which reviews hiring, policy & procedures, continuing education, and body cams. Passed with no corrective actions needed. Summit Fire Protections finished installing the alarm system. Final inspection to be later this week or next week. They have a 24-hour monitoring system, do we want it? Would be a separate yearly fee. Summit will provide information and the price. The heating and cooling system currently has no fresh air coming into the building, a plan has been identified to correct our system.

Old business:

Neil Hammerbacher recommends that we stay with Gabridge for the audit this year and sign the engagement letter. No RFP will be sent out.

Motion: Decker Support: Fisher Approved by roll call vote.
(No Maves, Hutchison – Yes Fisher, Smith, Decker)

ESTA policy – A letter was sent out to all employees.

ESTA employee handbook changes – Tabled

Police Chief Contract (Hutchison removed himself from the board table) Contract is for the period of 7/1/2025 – 6/30/2028 (3 years) with a 4% per year increase and addition of longevity pay.

Motion: Fisher Support: Decker Approved: All in favor with Abstain: Hutchison

Motion to approve Silversmith contract with the math correction that was in the contract last month.

Motion: Maves Support: Smith Approved: All in favor

Update on Budget Amendment/Transfer from last meeting – Bring back to next meeting with the correct amount for the budget amendment and the money to come out of the general fund.

New O & M rates – still getting data together – will be ready for hearing on budget, hearing set for June 19, 2025 at 6:30 pm.

New business:

Sewer construction bills & change orders – Phase I, Phase II, WWTP
Elmer's for \$152,255.81, Matt's Underground for \$111,859.15, Grand Traverse Construction for \$377,352.35 includes USDA Phase I & Phase II, EGLE and EPA, Performance Engineers
Phase I for \$21,627.75 and Phase II for \$27,512.15, and Change Order No 4 for Grand Traverse Construction for bulk water, rebar, and new completion date for \$18,710.40.

Motion: Maves Support: Hutchison Approved: All in favor

Policy change POL 4.4 – to change Last Tuesday in June to Prior to End of June. (our fiscal year)(General Appropriation Act adopted and posts final budget on the township web page.)

Motion: Maves Support: Hutchison Approved: All in favor

June meeting dates will be Thursday, June 12 at 7pm for budget workshop

Thursday, June 19 at 6:30 for Special Meeting to adopt O & M rate, and budget hearing

Wednesday, June 25 at 6:30 budget adoption

Tuesday, July 8th for the July meeting.

Motion to change June 26 meeting to July 8 at 7pm for our July township meeting.

Motion: Maves Support: Fisher Approved: All in favor

M & M maintenance agreement is a preventative maintenance agreement with 4 visits per year for a total of \$2,950 annually shared 3 ways (\$983.33 each) - police, library, and township. Police and library

already agreed they would like to do this. This agreement is subject to annual price increase with renewal contract to be sent at least 30 days prior to the expiration. Does not need to be bid because of the dollar amount.

Motion: Decker

Support: Maves

Approved: All in favor

Building maintenance agreement has been approved by the library and police. The only change from prior years is that the expenses will be pro-rated at the end of each month. The cost share is library 40%, police 30%, and township 30%.

Motion: Maves

Support: Smith

Approved: All in favor

Local township approval needed for the 2025 fireworks permit.

Motion: Fisher

Support: Maves

Approved: All in favor

Cemetery rates – to increase the rates that were presented last month for the cemetery and increase the admin fee from \$30 to \$50 dollars.

Motion: Decker

Support: Fisher

Approved: All in favor

FYI from discussion last month, we do have an emergency expenses POL 4.85 authorizing the supervisor to authorize emergency expenditures (~~except EXCERPT~~ – “not to ~~except~~ EXCEED \$20,000 when deemed essential due to the imminent threat to the health, safety and welfare of the township”).

Motion to replace both flanges at lift station #2 at \$8,285.70 for the flanges and the confined spaces team cost for a total not to exceed \$17,285.70. When the actual bill is paid a motion will be made to transfer the amount from the RRI account to the general pool account.

Motion: Fisher

Support: Smith

Approved: All in favor

REU for laundromat – Tabled

MTA Membership to pay for our annual dues \$5,774.00, (not the legal defense fund amount of \$173.22), and \$1,900 for the premium pass which allows unlimited access to the on-line training courses (including volunteers). For a total of \$7,674.00

Motion: Smith

Support: Hutchison

Approved: All in favor

Job posting for parks was discussed under the parks report.

Motion to give Karen Decker a \$2.00 increase effective with the 1st pay after the new budget year.

Motion: Decker

Support: Smith

Approved: All in favor

Public comments (3 minutes per individual) – one comment

Board comments – none.

Motion to adjourn at 8:39 pm.

Motion: Maves

Approved: All in favor

Recording Secretary, Chris Green

Respectfully submitted,
Laura Decker, Clerk
Trudy Maves, Supervisor