GREEN LAKE TOWNSHIP BOARD

GOLDEN FELLOWSHIP HALL

9700 RILEY ROAD, INTERLOCHEN, MI

OCTOBER 9, 2017

MINUTES

1. CALL TO ORDER: By Supervisor Radtke at 6:00 pm.
2. ROLL CALL: Board members present were: Radtke, Kramer, Schroeter, Biondo, West, Bieganowski and McDonald. Also present was Ed Roy, Attorney and Ronda Robinson, Recording Secretary.
3. PLEDGE OF ALLEGIANCE: Was recited.
4. APPROVAL OF AGENDA: Moved by McDonald and supported by West to approve the agenda, as amended. Added to New Business a Kwik Print Invoice and Action on Auditor’s Report. Receipt of Habedank’s Report. Carried.
5. APPROVAL OF CONSENT AGENDA: Moved by Bieganowski and supported by West to approve the consent agenda, as amended. On page 6 of September 11, 2017 minutes Biondo’s vote should be yes for the electrical service bid. Kramer-yes Schroeter-yes Biondo-yes West-yes Bieganowski-yes McDonald-yes Radtke-yes. Carried.

West asked if the check register report can be run from Board Meeting to Board Meeting instead of monthly. Schroeter replied yes.

1. REPORTS:
2. STEPHEN PEACOCK, REHMAN ROBSON, LLC AUDIT REPORT: Peacock read his letter dated August 31, 2017.

West asked if there is a report that the can be given to the Board when the EFTPS payments are made.

Schroeter apologized and took complete responsibility for the errors but also said there were extenuating circumstances including the switch over from Fund Balance to BS & A and that she only saw one letter from the IRS. She mentioned that she sent a letter to Peacock and would have liked that to have been presented.

West asked where the notices from the IRS went.

Peacock said the IRS sends four letters out for each error and he has the transcripts of all the notices. The notices were addressed to the Township Office.

Bieganowski said the Board has been getting conflicting information and that is why a third party has been hired to look at the problem. They need to figure out how to make sure this doesn’t happen again.

1. CHIEF DAVID CUTWAY, GREEN LAKE TOWNSHIP EMERGENCY SERVICES: Cutway said other than what was on the monthly report they are also doing fire safety at the Interlochen Elementary School this month, Cub Scout training for first aid merit badges and a mentoring program with the Manistee/Benzie County Juvenile Court System. They hope to soon arrange the same thing with Grand Traverse County. The Women’s Club chicken dinner will be held on the 11th. The boat will be done in about a week. There were some cost overruns of about $3,800 because of the console driven outboard motor and for the bracket to hold the gas tank.
2. ANDY MEREK, GRAND TRAVERSE COUNTY ROAD COMMISSION: They are getting the summer projects completed. If you want to stay up to date on what is going on you can go onto the Grand Traverse County Road Commission website and sign up for email updates. They are doing shoulder work in Blair and Green Lake Townships right now. They are also looking at putting a turn around on Tonawanda Road. If anyone sees a new road problem they can call the Road Commission.
3. MARY BETH HARDWICKE, INTERLOCHEN PUBLIC LIBRARY: They are doing Dancing with the Stars, their goal was to raise $50,000 and they are at $42,600 now. The bids are in for the site work.
4. DISCUSSION: None.
5. PUBLIC COMMENT:

Jill Coverdill, 5648 Wrenwood Way, Grawn, had four points. 1. Will the report from Rehmann be made public? 2. This is an egregious breakdown of controls throughout everyone involved. Someone made the penalty payments and didn’t bring it up to others involved. 3. She would like to see a discussion addressing who can put what on social media for the Township. 4. What are the governing policies for Green Lake Township regarding different roles and responsibilities? For examples what is the cost of an EMS ride, what are the approval rights for different people and Trustees’ benefits. You serve us.

George Reinbold, 5568 Lakeview Drive, asked was the boat a bid or a contract.

Pat Kelly, 7526 Birmingham Lane, attended a marihuana planning commission. When will the Board decide what kind of facilities and how many will be allowed. The Township doesn’t need it. Kelly also said they are asked to spend extra money for the Fire Department and how much less would it have been to stay with Rural Fire. Radtke doesn’t know when the final decision on marihuana facilities will be made.

Colin Schworm, 8755 US 31 South, Planning Commission member, asked if the Board received their action from the last Planning Commission meeting and if the Board was going to discuss it before the next Planning Commission meeting. He just wants to see if they are going in the right direction. Radtke answered that the Board will not be acting on it before the next PC meeting.

1. CORRESPONDENCE:
2. Chicken Dinner
3. Dancing with the Stars
4. Informational Open house to answer questions about going to an advanced life support service rather than a basic life support service, tentatively scheduled for October 25th, at 10 am and 6 pm.
5. Report from Habedank.
6. UNFINISHED BUSINESS:
7. ZONING ADMINISTRATOR FOLLOW-UP: The help wanted ad expired on October 5th, and each Board member has a copy of the six resumes that were received.

Kramer made a motion, moved by McDonald, to appoint Bieganowski, West and Radtke to an interview committee. Carried with a vote of 6-1.

1. PUBLIC HEARING:
2. BUSH ROAD SPECIAL ASSESSMENT DISTRICT

Motion to open the Public Hearing by Biondo, support by McDonald, at 7:01 pm. Carried.

William Muha reviewed the total estimated coast for Bush Road land purchase and engineering study which totals $32,700 spread over 24 property owners equals $1,362.50 per property owner. Spreading over a five-year period at 5% simple interest on a declining balance method based on the cost of borrowed funds plus 1% for administration. There is no penalty for early pay off.

Ed Dewey, 5253 Bush Road, also a member of the Green and Duck Lake Association, said he is really excited about this opportunity and he is all for it.

John Thomas, 5457 Bush Road, asked that the contingency account be monitored carefully. He said six test holes have already been tested and Art Kline has a backhoe right there.

Bob Henry, 5469 Bush Road, asked if they can pay off the balance early.

Biondo said there will be a date to pay in full without any interest being accrued.

Motion to close the Public Hearing by Biondo, support by West, at 7:08 pm. Carried.

Action on Public Hearing: Ed Roy, here on behalf of Ward Kuhn, read thru the BUSH ROAD SEWAGE SPECIAL ASSESSMENT DISTRICT NO. 1 PROCEEDINGS EXCERPTS OF MINUTES OF SPECIAL MEETING OF THE TOWNSHIP BOARD HELD AT THE GOLDEN FELLOWSHIP HALL ON OCTOBER 9, 2017, Resolution #10092017.1 He inserted the public comments and completed the document. On page 2, item 2, December 1, 2017 was changed to February 14, 2018.

McDonald made a motion, supported by Kramer, to adopt Resolution #10092017.1 as amended with December 1, 2017 replaced by February 14, 2018, and the insertion of public comments. West-yes McDonald-yes Schroeter-yes Bieganowski-yes Biondo-yes Kramer-yes Radtke-yes. Carried with a vote of 7-0.

Recessed at 7:30 pm.

Supervisor Radtke re-opened the meeting at 7:36 pm.

1. NEW BUSINESS:
2. ACH POLICY:

Bieganowski said this policy doesn’t do what they think it does. He said it doesn’t do anything. The payroll can just be done by the Clerk.

Schroeter said she wanted this brought up tonight because she was told by every Treasurer in Grand Traverse County that they don’t do the EFTPS payments. MTA and the auditor says it isn’t the Treasurer’s job.

Radtke said they could remove Schroeter’s name and replace it with Kramer’s name.

Bieganowski said the policy is for more than just payroll and they can’t just change the names. The ACH policy allows the Township to use ACH. He asked, can’t we just have a policy that the Clerk’s office does the EFTPS payments.

Kramer explained that Trent said it is fine so she can do the EFTPS payments because there is enough separation of duties. Personally she is concerned about the separation of duties.

McDonald made a motion, supported by Schroeter, to modify the ACH policy to allow the Clerk to do all portions of payroll and make the EFTPS payments related to payroll taxes, instead of the Treasurer.

Bieganowski said he is good with it, some Townships farm the whole thing out to a service.

Schroeter explained the Treasurer does receivable and the Clerk does payables.

Peacock mentioned Section 3 of the Public Act says local units need to adopt a resolution to authorize electronic transaction presented by the Treasurer to authorize ACH transactions. It also says someone can be designated by the Treasurer to process ACH transactions.

Bieganowski said that means the ACH policy stays the same and we can adopt an internal policy to have the Clerk do EFTPS payments.

Roll Call: West-no McDonald-yes Schroeter-yes Bieganowski-yes Biondo-yes Kramer-no Radtke-no Motion passed 4-3.

1. ACTION ON AUDITOR’S REPORT:

Radtke mentioned that they should be committed to continuing education.

McDonald said the report mentions recommendations and the Board should examine them and decide if they require action from the Board.

1. To require the reconciliation of all cash accounts prior to the Board meeting of the following month: Schroeter will include the reconciliation report with her monthly report to be included in the Board’s packet.
2. EFTPS payment review: The Treasurer’s office will sign off on the EFTPS payment.
3. Review all EFTPS payments to make sure they match the amounts being reported to the IRS: Kramer said that is done with the quarterly report.
4. If an IRS notice is received four parties should receive a copy of the notice (Treasurer, Clerk, Supervisor, Accountant): Kramer said it should also go to the Board. Radtke said the Secretary will be made aware.
5. Any interest and penalty payments need to be placed in a separate and easily identifiable account: Kramer said two accounts will be set up, for Federal and State.
6. Switching from a one week pay period: Schroeter and Kramer said it doesn’t take much time and they are okay with a one week pay period.
7. Deadline for submission of timesheets: Kramer doesn’t like to do a special payroll for a late timesheet but sometimes it is necessary.

Roy suggested that the accountants receive these new policies so they can track it.

1. PURCHASING POLICY: Radtke said they have not been able to locate the policy so MTA referred them to some communities who have purchasing policies. The one in the packet is an example. With a purchasing policy the Board and departments would have consistency. Radtke asked for comments in writing from the Board.

West asked if it is normal for vendors to purchase and maintain such insurance with the Township to be named as an additional insured on the vendor’s insurance policy. Roy said you would be hard pressed, with the number of vendors the Township deals with, to ask for insurance binders from them all. It is a little over the top as it is written. Insurance binders would be a case by case issue.

Judi said most vendors provide certificates of insurance.

Bieganowski said this policy as presented is junk. He said the Board needs to pick the threshold numbers. Bieganowski doesn’t think they need this policy, it will just slow them down.

Radtke replied they need to all be on the same page.

Biondo mentioned that when the budget is approved it authorizes the Supervisor to spend any budgeted amount.

West said what about things that aren’t in the budget like the overrun on the fire boat. That is where the problem is.

Motion by Biondo, support by McDonald, to postpone this issue until the next meeting. Carried.

Radtke asked for written comments from the Board before the next meeting.

1. HOGARTH-BAT REMOVAL PROPOSAL: Radtke explained that Hogarth said the building that holds the Township’s records is unsafe to enter.

Motion by Biondo, support by Schroeter, to approve the Hogarth’s proposal. Schroeter-yes Biondo-yes McDonald-no Bieganowski-no Kramer-yes West-no Radtke-yes.

Approved 4-3.

1. HEW HIRE-KOBY HOMAN:

Motion by Biondo, second by McDonald, to hire Koby Homan for the emergency service pool. Carried.

The background check and medical screening will be done after approval by the Board.

1. FRONT LINE SERVICE, INC-NEW GEAR:

Motion by Biondo, support by McDonald, to authorize the purchase of Turn Out gear in the amount of $6,905. Roll Call: Biondo-yes West-no Kramer-yes Bieganowski-yes Schroeter-yes McDonald-yes Radtke-yes. Carried with a vote of 6-1.

1. JIM PIERCE-PARK & RECS DIRECTOR: Pierce said he needs a job description from the Board. He said the sky can be the limit, and mentioned many ideas and activities he has for the community. Safety and growing participation is his goal.

He would be an employee not a subcontractor.

Motion by McDonald, second by Kramer, to authorize the Supervisor to hire Mr. Pierce as the Parks and Rec Director for the budgeted amount not to exceed $2500 and a job description will be created and provided to Mr. Pierce.

Schroeter asked if the job grows can the pay be looked at again. Radtke said yes it would be looked at again.

West asked how he will be paid. He will be paid monthly.

Peirce asked to be put on the agenda starting in December.

Roll call: West-yes McDonald-yes Schroeter-yes Bieganowski-yes Biondo-yes Kramer-yes Radtke-yes. Carried unanimously.

1. HEALTH INSURANCE RENWAL:

Motion by McDonald, support by Schroeter, to approve the Health Insurance Renewal based on the fact that the cost increase is only 1.09%. Roll Call: Schroeter-yes Biondo-yes McDonald-yes Bieganowski-yes Kramer-yes West-yes Radtke-yes. Carried unanimously

1. KWIK PRINT INVOICE: Postcards and postage for Open house announcement.

Radtke said the post office could do it but they couldn’t do it in the time frame the Township needs.

Motion by Kramer, support by Bieganowski, to approve having Kwik Print prepare the mailer in the amount of $2,344.35. Roll call. Biondo-yes McDonald-yes Bieganowski-yes Kramer-yes West-yes Radtke-yes Schroeter-yes. Carried unanimously.

1. **PUBLIC COMMENT:**

Jill Coverdill, regarding what the Rehmann report said about the recommendation that the bank reconciliation be the control to see if the payments were being made is very flawed. If you forget to make a payment during the month you won’t necessarily catch it unless you were looking for that payment. Any withholding should go to a payable account and when those payments are moved that goes against that payable account and that is what is reconciled and what would clearly tell you, you miss a payment or made it for a wrong amount. It doesn’t work with the cash account.

1. **ADJOURNMENT:** Radtke adjourned the meeting 8:52 pm.

JUDITH L. KRAMER, CLERK

GREEN LAKE TOWNSHIP

RONDA ROBINSON, RECORDING SECRETARY

GREEN LAKE TOWNSHIP

NOTE: THESE MINUTES ARE SUBJECT TO AMENDMENT AND /OR CORRECTION PRIOR TO THEIR ADOPTION.