

January 10<sup>th</sup>, 2022 SPECIAL MEETING MINUTES

OF THE TUSCARORA TOWNSHIP BOARD

3546 S. Straits Highway, Indian River, MI

**Meeting called to order** at 12:00 p.m.

Roll call by Clerk Dawn Webb. Board members present were Mike Ridley, Supervisor; Dawn Webb, Clerk; Bobbi Balazovic, Treasurer; Trustees, Janet Vance and Robert Kramer.

A quorum of the board was present.

**Approve Agenda:** Motion by Kramer to approve agenda with additions of audit review and quarterly budget review, supported by Vance. Motion carried.

**Public Comment on Agenda Items:** No public comments.

**Board Discussion and Vote Whether to Accept Grant Offer from USDA/RD:** Motion by Kramer supported by Vance: Tuscarora Township Board of Trustees supports Phase I Sewer project and is committed to moving forward with the USDA/RD pending receipt of final numbers.

Roll call:

Kramer – Yes

Webb – Yes

Ridley - Yes

Balazovic – Yes

Vance – Yes

Kramer made a motion supported by Vance to allow the Supervisor to expend not to exceed \$2000.00 for the auditor (Richard) to update financials Phase II sewer application. Motion carried.

**Sexton Hiring and Job description:**

Motion by Kramer and supported by Vance to adopt Sexton job duties as

follows: • Sells Cemetery plots

• Coordinates cleanup and maintenance with Township staff

• Coordinate opening and closing with Funeral Director/Grave digger for burials •

Research old burials/grave as necessary in conjunction with Clerk

• Supervises cemetery operations

• Manages Cemetery Budget

• Trains employees and volunteers for maintenance activities in the cemetery •

Coordinates community involvement in the cemeteries

• Communicates to the Board of Trustees not less than quarterly

• Communicates with the public regarding the cemeteries

**The Sexton will report to the Clerk.**

Motion carried.

Sexton Hiring:

Kramer made the motion to hire Janice Dillaha as the Township Sexton supported by Vance

Roll Call:

Kramer – Yes  
Webb – No  
Ridley – Yes  
Balazovic – No  
Vance - Yes

**Office Assistant Job Description:** Tabled for workshop

**Administrative Assistant Hiring and Job Description Discussion:** Tabled for workshop

**Budget Process Presentation:** Kramer presented a draft for review.

**Audit Report:** General discussion

**Quarterly Budget Review:** General discussion

**Pay the Bills:**

Webb made a motion to pay the bills supported by Ridley.

Roll call –

Kramer, No

Webb, Yes

Ridley, Yes

Balazovic, No

Vance No

Motion failed

Motion made by Balazovic support by Kramer to pay the bills minus Pontem

license Roll Call

Kramer, Yes

Webb, Yes

Mike, No

Balazovic, Yes

Vance, Yes

Motion carried

Kramer motioned to direct the Clerk to send Pontem license back to the company supported by

Vance Roll call

Kramer, Yes

Webb, No

Ridley Yes

Balazovic, No

Vance, Yes

Motion carried

**Public comment:** There were three comments

**Board Comment:** There were five comments

**Motion to Ajourn**

Dawn M. Webb, Clerk

Michael Ridley, Supervisor