

TUSCARORA TOWNSHIP
3546 S. Straits Hwy., Indian River, MI 49749
April 4, 2023 @ 7:00 PM
REGULAR BOARD MEETING MINUTES

ITEM 1: CALL TO ORDER

The meeting was called to order with the pledge of allegiance by Supervisor Ridley at 7:00 pm

ITEM 2: The supervisor led the board and public in reciting the Pledge of Allegiance.

ITEM 3: ROLL CALL

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

Staff Present: T Witulski, L Decker, J Dillaha, D Schofield

Quorum present

ITEM 4: BOARD MEMBER CONFLICT OF INTEREST STATEMENT

No board conflicts.

ITEM 5: APPROVAL OF MEETING AGENDA

Supervisor Ridley moved Library report from consent agenda to New Business – Item 9(f).

MOTION: Move to accept consent agenda as amended.

Moved by Kramer, seconded by Vance

Voice Vote

MOTION CARRIED by unanimous vote.

ITEM 6: PUBLIC COMMENT ON AGENDA ITEMS

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

- J McGinnis – Commented on closed session and Open Meetings Act.
- B Henderson – Commented on level of detail reported for her comments prior Board minutes.
- P McGinnis – Commented on time limit on comments from the public vs comments from board members.
- ~~J Melner~~ J. Milner -- Commented on consent agenda items. Purpose of internal audit and accusations against former board members.

Public comment was closed at 7:11 pm

ITEM 7: APPROVAL OF CONSENT AGENDA

Consent agenda items include – Bills Report, Treasurer’s Report, Meeting Minutes, Correspondence, as well as reports from Parks Commission, Planning Commission, Sewer, Airport, Police, Assessor, DDA and FOIA.

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ITEM 8: OLD BUSINESS

ITEM 8a: FORENSIC AUDIT:

Treasurer Balazovic reported on further investigation on forensic audit.

Discussion:

Gabridge partners comments on scope of audit work limit to one year.

One year audit scope instead of multiple years. Rehman recommended three years.

Forensic audit expense.

Internal Controls Assessment proposed by Maner Costerian.

Processes and procedures, and compliance with MTA and MEDC RRC scoring.

Forward looking assessment via Internal Controls examination.

MOTION: Move to ask the Treasurer to discuss a Internal Controls Assessment with Sarah Jennings at Maner Costerian and report back to the board via a Special Meeting as she sees fit.

Moved by Kramer, seconded by Reidsma.

Voice Vote

MOTION CARRIED by unanimous consent.

ITEM 8b: BUILDING KEYS:

Trustee Kramer reported that we need to fix the building key/lock issues. Clerk Reidsma reported that there is now an inventory of who has which keys. Trustee Kramer reported on discussion with Chief Temple on Knox Box to allow fire department and others emergency access to the building.

MOTION: Move to authorize Trustee Kramer to work with the locksmith to fix lock set issues in coordination with the library and to set up Knox Boxes.

Moved by Reidsma, seconded by Kramer

Voice Vote

MOTION CARRIED by unanimous vote.

Discussion:

Knox Box prevents destruction of door in the event of an emergency.

Recommendation of Knox Box

Cost of changes and knox boxes will be expensed by the township in full.

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ITEM 9: NEW BUSINESS:

ITEM 9a: BIDS FOR CARPET CLEANING:

Supervisor Ridley reported that Kiwanis is participating in the cost of the carpet cleaning in the amount of \$250.00 which has been received by the township.

MOTION: Move to engage the services of Clean House in the amount of \$910.08 to clean township carpets.

Moved by Kramer, seconded by Vance
Voice Vote
MOTION CARRIED by unanimous voice vote

Discussion:
Cost of bids received.
Coordination with library and police department.

ITEM 9b: PARKS COMMISSION VACANCIES:

Trustee Vance asked that township counsel, Mr. Cross, report on the prior month's closed session. Mr. Cross reported, with board agreement, cited MCL 15.268(h) as the authority for the closed session. Appointment needed to be corrected. Cited MCL 41.426(2) vacancies shall be filled by appointment of the township board for a term proscribed by section 370 of Michigan election law. Supervisor Ridley and Mr. Cross both reported that more information and clarity when the March open meeting reconvened may have been appropriate. Mr. Cross reported that appointees should be informed that they will need to run for election in the next election cycle.

MOTION: Move to nominate Courtney Quick to Parks Commission.
Moved by Kramer, seconded by Reidsma
MOTION CARRIED by unanimous voice vote.

MOTION: Move to nominate Alan Maves to Parks Commission.
Moved by Ridley, seconded by Kramer
MOTION CARRIED by unanimous vote.

MOTION: Move to nominate Greg Rotter to Parks Commission.
Moved by Vance, seconded by Reidsma
Voice Vote
MOTION CARRIED

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Discussion:

Nominees to be sworn in at next meeting or prior to the meeting by appearing in the township office.

Re-appointment of P McGinnis.

Open seats can be filled without reposting vacancies.

Attendees at the public meeting can be considered at this time.

Tom Prout nomination – Supervisor Ridley to acknowledge his interest.

Resignations need to be submitted in writing and held by the Clerk.

Resignations by Andrew and Burke were accepted by the board in the Consent Agenda.

ITEM 9c: BRINE BIDS

Trustee Vance reported on the cost of brining township roads twice per year at approximately \$40,500. Cost of materials has increased by \$0.05 per gallon. Brining materials are becoming more difficult to purchase due to increased regulation. D Schofield reported that roads needed second application and that the price includes applications at Cooperation Park.

MOTION: Move to approve bid from Northern A1 Services in Kalkaska to apply brine to township roads

Moved by Kramer, seconded by Vance

Voice Vote

MOTION CARRIED by unanimous consent.

Discussion:

Need for two applications over the 2022 season on all township roads.

Bids from Liquid Dow, Michigan Chloride Sales, Northern A1 Services, D&J Dust Control.

Northern A1 services was the prior year provider.

Scheduling coordination by Reidsma and Ridley before Memorial Day for first application and again in July.

Schedule is dependent on both weather and vendor availability.

ITEM 9d: SALE OF TOWNSHIP PROPERTY

Report by Balazovic on progress for the sale of property north of Martha Street and west of the trail.

MOTION: Move to extend the close by date to May 31, 2023 and to authorize Supervisor Ridley to sign the Purchase Agreements at close and ear-mark proceeds from the sale for a future parking lot.

Moved by Balazovic, seconded by Vance

MOTION CARRIED by unanimous consent by voice vote.

ITEM 9e: UNEMPLOYMENT POLICY

Report by Supervisor Ridley on the need for a policy on determination of unemployment benefits.

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Discussion:

Need for determination in a consistent manner to avoid confusion.
Different thresholds based on full-time vs seasonal employment.
Policy to be added to Chapter 5 – Personnel of township manual.
Need for more information on how unemployment benefits work.

ITEM 9f: LIBRARY

Report from Library Director, K Rutkowski, regarding a consistent smoke free policy between the library and township. She requested additional restrictions regarding smoking outside of the building including signs posted outside that restrict smoking near office entrances.

Discussion:

Expanding smoke free area to include building grounds area owned by township and library.
Moving or removing the ash can immediately outside the front entrance.
Additional signage.
Other tobacco products.

ITEM 10: PUBLIC COMMENT

Public comment began at 8:00 pm.

F Jakubus – Township building needs paint.
P McGinnis – Building access. Parks Commission. Communication via new YouTube channel.
~~J Melner~~ J Milner-- Communication and board action and accountability.
R Miller – Forensic audits.
B Henderson – Township board decorum.
T Maves – Workers compensation audits.
S Fisher – FOIA request.

Public comment ended at 8:12 pm.

ITEM 11: BOARD COMMENT

Five members commented

ITEM 12: MOTION TO ADJOURN

Meeting adjourned at 8:30 pm

Respectfully submitted, Jay Reidsma - Clerk