



Jay Reidsma <clerk@tuscaroratwp.com>

Fwd: FOIA Request

9 messages

Mike Ridley <supervisor@tuscaroratwp.com>
To: Jay Reidsma <clerk@tuscaroratwp.com>, Jan Dillaha <jdillcpa@gmail.com>

Tue, Feb 21, 2023 at 9:23 AM

Jay and Jan,

Under the Freedom of Information Act, Sue Fisher is requesting your supporting documents from the clerk's report at the last regular meeting. Below are the specifics of her request. We have five business days to respond but we can request an extension to ten business days, if you'd like. You may print these up or email them to me. Feel free to contact me with any questions.

Mike Ridley

----- Forwarded message -----

From: sue fisher <suzi.qfish@gmail.com>
Date: Mon, Feb 20, 2023 at 2:03 PM
Subject: FOIA Request
To: Mike Ridley <supervisor@tuscaroratwp.com>

Mike:

In response to Jay Readsma's and Janet Dillaha's reports at the February 7, 2023 I am requesting the following documents:

- The 16 actionable tax notices that Ms. Dillaha referenced including associated returns, supporting documents and payment history.
- 2022 UIA Returns including: original BS&A supporting documents, amended returns and supporting documents
- 2022 941 returns including: all original (including BS&A Schedule B), amended returns and supporting documents (spreadsheets/schedule B's) used to amend.
- 2022 Annual return and supporting documents
- 2022 State Withholding including: original, amended, Schedule B and payment history
- 2022 EFT check stubs, payment confirmation print out and payroll register reports
- Jay Readsma's report that he read at the February 7, 2023 meeting

Please send the documents electronically to suzi.qfish@gmail.com. I may be reached at 231.818.0921 should you have any questions.

Best regards,

Sue Fisher

Jan Dillaha <jdillcpa@gmail.com>
To: Mike Ridley <supervisor@tuscaroratwp.com>
Cc: Jay Reidsma <clerk@tuscaroratwp.com>

Tue, Feb 21, 2023 at 10:00 AM

Mike - Since some of these returns contain personally identifying information they will require redaction. I would respectfully request an extension.

Jay - we can talk about how to divide and conquer this later today.

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Regards,
Jan Dillaha

Jan Dillaha <jdillcpa@gmail.com>
To: Mike Ridley <supervisor@tuscaroratwp.com>
Bcc: clerk@tuscaroratwp.com

Tue, Feb 21, 2023 at 10:47 AM

Mike,

Can you arrange for me to have a township email address? I would like to discontinue using my personal email for township business.

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Regards,
Jan Dillaha

Jay Reidsma <clerk@tuscaroratwp.com>
To: Janet Vance <trustee2@tuscaroratwp.com>

Tue, Feb 21, 2023 at 11:29 AM

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Jay Reidsma
Tuscarora Twp Clerk
(231)238-0970

Mike Ridley <supervisor@tuscaroratwp.com>
To: Jan Dillaha <jdillcpa@gmail.com>, Jay Reidsma <clerk@tuscaroratwp.com>

Tue, Feb 21, 2023 at 11:38 AM

Jan,
Yes. That will put it at March 7.
Thanks,
Mike

On Tue, Feb 21, 2023 at 10:00 AM Jan Dillaha <jdillcpa@gmail.com> wrote:
[Quoted text hidden]

Jan Dillaha <jdillcpa@gmail.com>
To: Mike Ridley <supervisor@tuscaroratwp.com>, Jay Reidsma <clerk@tuscaroratwp.com>, Robert Bob Kramer
<trustee1@tuscaroratwp.com>, Bobbi Balazovic <treasurer@tuscaroratwp.com>, Janet Vance
<trustee2@tuscaroratwp.com>

Wed, Mar 22, 2023 at 1:34 PM

On Sat, Mar 4, 2023 at 1:48 PM Mike Ridley <supervisor@tuscaroratwp.com> wrote:
Below is the thread with Sue Fisher's request.
I will look into an email address for you.

----- Forwarded message -----
From: Mike Ridley <supervisor@tuscaroratwp.com>
Date: Tue, Feb 21, 2023, 11:38 AM
Subject: Re: FOIA Request

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[Quoted text hidden]

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Regards,
Jan Dillaha

Sixteen notices. Some of these notices have payments which included penalty and interest. I have not had an opportunity to examine the entry of these payments, but likely they were posted to payroll tax GL accounts.

16 attachments

 **022822 IRS EFTPS.pdf**
808K

 **022822 IRS EFTPS LIBRARY.pdf**
784K

 **012822 IRS TIN.pdf**
355K

 **021422 IRS EFTPS.pdf**
828K

 **032122 IRS EFTPS.pdf**
1476K

 **033122 IRS EFTPS.pdf**
554K

 **071222 MOT .pdf**
760K

 **091322 MOT.pdf**
1789K

 **100820 IRS EFTPS.pdf**
971K

 **101022 IRS EFTPS.pdf**
1745K

 **062722 IRS EFTPS.pdf**
2791K

 **051122 MOT.pdf**
4542K

 **111022 MOT.pdf**
1953K

 **112221 IRS 720 Filing.pdf**
987K

 **111220 MOT.pdf**
3283K

 **121322 MOT.pdf**
1744K

Jan Dillaha <jdillcpa@gmail.com>**Wed, Mar 22, 2023 at 1:37 PM****To:** Mike Ridley <supervisor@tuscaroratwp.com>, Jay Reidsma <clerk@tuscaroratwp.com>, Robert Bob Kramer <trustee1@tuscaroratwp.com>, Bobbi Balazovic <treasurer@tuscaroratwp.com>, Janet Vance <trustee2@tuscaroratwp.com>

UIA - the FOIA request asked for 2022 returns with BSA reports.

I had organized these reports in folders by entity and calendar year. They were moved from these folders so I am now looking for the library 2022 UIAs. As a replacement you have redacted UIAs going back to 2020 which coincides with the UIA 36 month lookback.

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Regards,
Jan Dillaha

11 attachments

-  **AMENDED 063022 TWP UIA.pdf**
1572K
-  **AMENDED 063021 Library UIA.pdf**
506K
-  **AMENDED 033122 TWP UIA.pdf**
1583K
-  **AMENDED 063020 Library UIA.pdf**
732K
-  **AMENDED 123120 Library UIA.pdf**
771K
-  **AMENDED 093020 Library .pdf**
910K
-  **AMENDED 063020 TWP UIA.pdf**
2093K
-  **AMENDED 093022 TWP UIA.pdf**
947K
-  **AMENDED 093020 TWP UIA .pdf**
1920K
-  **AS FILED 033121 Library UIA.pdf**
558K
-  **AMENDED 123120 TWP UIA.pdf**
1927K

Jay Reidsma <clerk@tuscaroratwp.com>
To: Jay Reidsma <jay.reidsma@gmail.com>

Sat, Apr 15, 2023 at 1:05 PM

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11 attachments

-  **AMENDED 063022 TWP UIA.pdf**
1572K
-  **AMENDED 063021 Library UIA.pdf**
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-  **AMENDED 123120 Library UIA.pdf**
771K
-  **AMENDED 093020 Library UIA .pdf**
910K

COST ESTIMATES FOR FOIA REQUEST - (S. FISHER)

BASED ON:

Cost / hour = \$21.53 4 increments/hour cost / increment = \$5.38

Sec. 1 (Page 1) Labor cost for Copying/Duplication

7 hrs. = 420 mins. = 28 increments = 150.64

Sec. 2 (Page 2) Labor cost to Locate

10 hrs. = 600 mins = 40 increments = 215.20

Sec. 3a (Page2) Employee Labor cost for Redacting

6 hrs. = 240 mins. = 24 increments = 129.12

Sec. 3b (Page 3) Contracted Labor for Reacting

0

Sec. 4 (Page 4) Copying/Duplication Costs

estimated 50 pages / .10 per sheet 5.00

Flash Drive 12.00

Sec. 5 (Page 4) Mailing Costs

0

Sec. 6a (Page 5) Copying and Printing records on website

0

Sec. 6b (Page 5) Labor costs for copying records on website

0

Sec. 6c (Page 5) Mailing Cost for records on website

0

Subtotal Fess before waivers **511.96**

Waiver **0**

Discount **0**

Discount non-profit **0**

Deposit: Good Faith - 50% **\$255.98**

Amount Due **\$255.98**

Amount of Labor reduction if township exceeds permitted time:

5% per day = 25.60 / day not to exceed 50% = 247.48