

**BIRCH RUN TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
DECEMBER 9, 2014**

Supervisor Ray Letterman called the December Regular Meeting of the Birch Run Township Board to order at 6:57 p.m. Also present for the board were Debbie Trevino, Treasurer; Ed Magnus, Pam Moore, Fred Sheridan & Brady Totten, Trustees. Approximately 6 people were in the audience. Others present were David Matzke for the Fire Department and Department of Public Works & Jeanette Morrish for the Library. Corey Trinklein, Clerk was absent.

PASSED: Motion by Magnus seconded by Sheridan to approve the December 9, 2014 Agenda as presented.

Yeas: Moore, Magnus, Letterman, Trevino, Sheridan, Totten
Nay:

November 18, 2014 Regular Meeting Minutes were discussed

PASSED: Motion by Magnus seconded by Sheridan to approve the November 18, 2014 Regular Meeting Minutes as amended.

Yeas: Moore, Magnus, Letterman, Trevino, Sheridan, Totten
Nay:

PASSED: Motion by Magnus seconded by Sheridan to approve Invoices through 12/1/14 totaling \$215,538.27.

Yeas: Magnus, Letterman, Trevino, Sheridan, Totten, Moore
Nay:

PUBLIC COMMENT: 7:00 p.m. to 7:00 p.m.

TRUSTEE COMMENTS:

Corey Trinklein - In absentia Revenue & Expenditure Report was presented for review

Debbie Trevino - Is working with BS&A to improve the monthly board meeting treasurer's report. She would like her written comments regarding agenda items included in the board meeting minutes. "15. Old Business - b. The township accountant and Debbie met at the township center on Saturday, November 29, 2014. The accountant reviewed the General Ledger, past audits, tax collection and tax adjustments from fiscal years ending 2012 and 2013. The fire department revenue was transferred to the fire account on Monday, December 1, 2014 in the amount of \$128,758.09. Dave Matzke met with the accountant as well on Saturday and the final number was substantiated. c. A new account for daily deposits was established on Wednesday, November 19, 2014. The account is a non-interest bearing account. 16. New Business - c. Discussion has been held with the township accountant with regards to establishing a new system of accounting for the tax account through QuickBooks to provide a system of tracking deposits and distributions of tax revenue for the auditor. At this point receipting and distributing through the clerk's general ledger is not being considered. More training may be needed with the BS&A system for the clerk and treasurer offices' to implement that process." Debbie submitted a proposal for a treasurer's safe and a draft proposal for Cash Handling and Receipting policies. She feels daily deposits are inefficient. She proposed a minimum of 20 receipts be registered before making a deposit during non-peak transaction time. Supervisor Ray Letterman added that a 20 receipt minimum would have been approximately a three-day time span during the period of time since previous board meeting. Auditor has recommended that treasurer and clerk have access to same accounts and general ledger. Birch Run Township has a standing agreement between treasurer and clerk for the treasurer not to have access to general ledger, to ensure a check and balance system. Debbie believes the clerk needs additional training in BS&A software system. The accountant,

Andy, needs to be involved in the process with clerk and treasurer in that training. Paula is not comfortable with reconciling cash drawer and keeping the office open and available for all business requirements. Treasurer states that this has forced the treasurer and deputy to make all deposits. Debbie feels the current situation of banking requirements placed on her office by the township board is forcing her office into a daily, full-time job. State statute does not allow for this. Debbie intends to focus on delinquent personal property tax issues in the coming month and may ask the Birch Run Village DDA director for assistance with this issue.

Ray Letterman - Office staff has been directed to build a list of questions for BS&A software support for future training. He further directed DPW and Library to participate in training as well. There are vacant board seats available on various township boards. If anyone is interested, please see him. He attended an MMWA meeting and recycling process was renewed for another year. Another culvert in the township needs to be replaced, and the road commission is prepared to do the work.

Brady Totten - No Comments

Fred Sheridan - No Comments

Pam Moore - No Comments

Ed Magnus - Referenced MTA Focus magazine article. Take away was that peaceful meetings take a lot of work and behind the scenes negotiations are necessary. Negotiations are two sided and require two willing parties.

DEPARTMENT REPORTS:

DPW - Brad Thomas was absent, no report.

Fire Dept. - David Matzke stated that Engine 7 is out of service being painted. 45 fire calls the previous month. Firefighters were participating with the Shop with a Hero program at Meijer this evening. The fire dept. also participated in Santa at the Gazebo on Dec. 5, 2014.

Library - Jeanette Morrish reported that in the previous month they had a successful Vendor Craft show. They sponsored Santa's reindeer for the event Santa at the Gazebo. Dr. Pol, the reality TV veterinarian and author, appeared at an event at the Library. Jeanette wanted to thank Kurt Keissling for his help in arranging the event. Thursday Dec. 16th the library is having a "Twas the Night Before Christmas" reading and retail store Harry & David is assisting with the event.

PASSED: Motion by Magnus seconded by Sheridan to approve spending \$496.12 on a safe for the Treasurer to use, if the cash drawer will fit within.

Yeas: Magnus, Letterman, Trevino, Sheridan, Totten, Moore

Nays:

PASSED: Motion by Magnus and seconded by Sheridan to approve the December Budget Amendments as presented.

Yeas: Letterman, Trevino, Sheridan, Totten, Moore, Magnus

Nays:

PASSED: Motion by Magnus seconded by Sheridan that Supervisor and Fire Chief will negotiate an option with property owner and real estate agent for approximately six months to do necessary environmental studies and additional studies for potential purchase of Dixie Hwy property for new fire hall.

Yeas: Sheridan, Totten, Moore, Magnus, Letterman, Trevino

Nays:

PASSED: Motion by Magnus seconded by Totten to approve \$385.29 for township office reception window replacement.

Yeas: Totten, Moore, Magnus, Letterman, Trevino, Sheridan

Nays:

PASSED: Motion by Moore seconded by Totten to record audio for Birch Run Township Board Meetings.

Yeas: Totten, Moore, Letterman, Trevino, Sheridan

Nays: Magnus

PASSED: Motion by Magnus seconded by Totten that we have completed our annual review of administrative resolutions.

Yeas: Moore, Magnus, Letterman, Trevino, Sheridan, Totten

Nays:

PUBLIC COMMENT: 8:23 p.m. to 8:27 p.m.

Marianne Nelson - On behalf of the Rotary wanted to thank the Fire Dept. and Library for their assistance and support for Santa at the Gazebo, 260 children attended the event. They are looking to grow the event next year and would appreciate continued community support.

Jeanette Morrish - Stated that the Birch Run community definitely supports the 4th of July activities and Santa at the Gazebo, and it is a positive thing.

PASSED: Motion to by Magnus seconded by Sheridan to adjourn at 8:28 p.m.

Yeas: Moore, Magnus, Letterman, Trevino, Sheridan, Totten

Nays:

Respectfully submitted by Brady Totten

Corey Trinklein

Birch Run Township Clerk

Approved: January 13, 2014 _____