

## ARTHUR TOWNSHIP BOARD MEETING MINUTES December 4, 2019 7:00 PM

**Township Hall 3031 S. Athey Ave, Clare, MI 48617**

Meeting called to order by Supervisor Bednerek with the Pledge of Allegiance. Meeting was postponed from Monday, December 2<sup>nd</sup> due to power outage that day.

**ROLL CALL:** Present: Erma Kleinhardt, Matthew Bednerek, Anna Sharp, Andrew Verhage, Jim Walter

**AGENDA:** Two items added: Hiring of accounting firm to complete W-2's and MTA Board Training.

**APPROVAL OF MINUTES:** November 4, 2019 regular meeting minutes and special meeting minutes from November 8, 2019 to approve Fire Protection contract, revise L4029, authorize purchase laptop.

**FINANCIAL REPORTS:** Monthly report on all bank account activity and projected general fund balance with current encumbrances, Profit & Loss and Balance Sheet for November, and listing of checks from November journal read aloud. Walter motioned to accept, Bednerek 2<sup>nd</sup>, voice vote unanimous.

**ACCOUNTS PAYABLE:** Walter motioned to approve all checks listed on Monthly Bank Account report as well as payment of additional reimbursables in Dec. and the Dec. board payroll including sexton. Sharp seconded. Roll Call: Kleinhardt -yes, Bednerek -yes, Walter -yes, Sharp -yes, Verhage -yes. Carried.

**PUBLIC COMMENT / GUEST SPEAKERS:** Pam O'Laughlin from Middle Michigan Development Corporation discussed grant opportunity, Mark Fitzpatrick gave an update on County Commission.

### **UNFINISHED BUSINESS:**

- Bednerek motioned to accept Verhage resignation as clerk as of end of day 12/31/19. Sharp seconded. Voice vote all "ayes" - carried.

### **NEW BUSINESS:**

- **Water erosion of hall foundation** was discovered by representatives from DeShano Restoration who evaluated potential mold and moisture issues. Bednerek will contact contractors to obtain estimates to repair and deal with water drainage.
- **Board policy on notary services** – Verhage motioned to adopt policy for township to pay for costs related to maintaining a board member license as a notary public. Sharp seconded. Voice vote all "ayes" - carried.
- **2020 Board meeting dates** – Bednerek presented Resolution 132 to establish 2020 township board meeting dates for the second Monday of the month at 7 PM to alleviate issues with election days and need for financial statement preparation, and to direct treasurer and clerk to pay monthly payroll within 7 days of the end of month owed unless financially unable to do so. Verhage seconded. Roll call: Kleinhardt -yes, Bednerek -yes, Walter -yes, Sharp -yes, Verhage -yes. Resolution adopted.
- **Resolutions** to designate township hall as emergency shelter tabled, and to adopt Property Transfer Affidavit Form L-4260 and Application for Exemption of Real/Personal Property tabled.

## ARTHUR TOWNSHIP BOARD REGULAR MEETING MINUTES December 4, 2019

- **Kleinhardt resignation** – Verhage motioned to accept the resignation effective 12/4/19 of Trustee Erma Kleinhardt with gratitude from the township for her many years of dedication and service. Bednerek seconded. Voice vote all “ayes” - carried. A standing ovation was given.
- **Walter offered public thanks** on behalf of the Township Board to Lee Schunk for his many years of service to the township as Supervisor.
- **Openings for clerk and trustee positions** – Board will receive resumes or letters of application from township residents interested in the positions through December 13.
- **Board called for special meetings** on **Dec. 10, 2019 at 2 pm** to work on distressed townships grant application, and on **Dec. 16, 2019 at 7 pm** to review applications and appoint replacements to clerk and trustee positions.
- **Bednerek motioned to retain Weinlander-Fitzhugh** to create 2019 W-2 and 1099 forms and to give accounting consultation on QuickBooks. Walter seconded. Roll call: Kleinhardt -yes, Bednerek -yes, Walter -yes, Sharp -yes, Verhage -yes. Motion carried.

MEETING ADJOURNED AT 8:39 p.m.

Submitted by Andrew Verhage, Clerk