

**Fredonia Township Board Regular Meeting**  
**July 21, 2025 6:30 PM**  
**Fredonia Township Hall**  
**8803 17 Mile Rd, Marshall, MI 49068**

**MINUTES**

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**BOARD MEMBERS present:** ☒ Terry Day, Supervisor ☒ Meg Bosserd, Clerk ☒ Kyler Speaker, Treasurer  
☒ Cathy Combs, Trustee ☒ John Miller, Trustee

**STAFF present** ☒ Phil Damon, Fire Chief ☒ Jacob Washburn, Deputy Supervisor/FD Training Officer

☐ Doug Damon, Sexton ☒ George Crandall, Twp. Planning Committee

☒ Terry Travis, Code Enforcement Officer

**CALL TO ORDER:** Terry Day called the meeting to order at 6:30 PM.

**PLEDGE OF ALLEGIANCE:** Led by all.

**Agenda Additions/Deletions:** T. Day added Closed Session with Township Attorney under New Business. The item Permit Application Changes was tabled at the June 16, 2025 meeting. It will be voted on to take off of the table under Old Business. M. Bosserd added Audit Firm under Old Business.

**PUBLIC COMMENT FOR ITEMS ON AGENDA:**

**\*Lyon Lake Improvement Board Petition and Resolution:** Resident acknowledged the large amount of support for the Lyon Lake Board by the amount of signatures received on the petition. He thanked T. Day and M. Bosserd for the turnaround on the approval of signatures. He asked three things of the Township Board – 1) Approve resolution or amended version of the resolution, 2) If not approved, schedule a Special Meeting to vote on the resolution before the next Regular Board Meeting, and 3) If the resolution to approve the Lyon Lake Improvement Board passes tonight, nominate one or two Lyon Lake residents as the Township representatives.

\*Resident stated that they received over 70% of the signatures needed. She emphasized how important controlling the weeds is for the township and county. She thanked T. Day, M. Bosserd, and Tommy Miller. She asked that the Township Board look at the people in front of them and pass the resolution, an amended resolution, or a resolution drafted by the Township and vote on it at tonight's meeting. She asked that the two people appointed by the Township Board be Lyon Lake residents.

\*Tommy Miller stated that the attorney who drafted the resolution is available to discuss via phone during the closed session.

**CORRESPONDENCE:** None.

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**MINUTES FROM PREVIOUS MONTH:** Regular Board Meeting: June 16, 2025

J. Miller made a motion and K. Speaker supported to approve the minutes as printed for the June 16, 2025 Regular Board Meeting. Motion carried unanimously.

**APPROVED AS READ**

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**FINANCIAL REPORT:** K. Speaker provided reports to review for the month of June; Fiscal year 2024-2025 ended on June 30, 2025. The Township was \$20k under budget in the general fund. The only department over was Planning and that was by \$40. The report has double the accounts as we are currently working on a 5 to 6 phase transition to switching to Southern Michigan Bank & Trust. We are in phases 3 and 4 right now. K. Speaker transferred \$1k from the general fund to SMB&T. He requested



the trial balance for the 2024-2025 fiscal year so that we can tie out the audit we received from the auditor.

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**FILE FOR AUDIT**

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**READING OF THE BILLS by M. Bosserd**

M. Bosserd provided a complete check register for the Board to review dated June 17, 2025 - July 21, 2025, totaling \$30,258.22 from the General Fund, \$1,000 from the Huntington Tax Account, and \$41,964.11 out of the SMB&T Tax Account. C. Combs made a motion and J. Miller supported to approve the bills as presented.

Upon roll call vote the following voted:

"Aye": Cathy Combs, Meg Bosserd, Kyler Speaker, John Miller, Terry Day

"No": None

The Supervisor declared the bills approved.

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**APPROVED AS READ**

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**REPORTS:**

**FIRE:** Chief Damon provided a report and stated there were 5 fire and 10 medical calls for the month of June 2025. Training this month: We had a fit and flow test with SCBAs, hose lays, and training with foam system and pump training. Continuing Ed classes will resume in September. Equipment: Dependable Fire will be here this week to service Brush 8. Activities: We will be providing fire coverage at the Calhoun County Fair on Thursday, the 14<sup>th</sup> of August. The Fire Department has been looking for an ATV for 4 years. They have had 5 calls in the last 8 years from people who have fallen out of tree stands. They found an ATV on Marketplace with only 200 miles and were able to purchase it with funds out of the Firemen's Association.

**CEMETERY:** M. Bosserd read the report provided by D. Damon. 1 burial this month. Flags have been collected from veterans' burial sites. Notes have been made for those that are in need of medallions. There are many medallions in need of repair and D. Damon will be attempting to repair as many as possible. When collecting flags, D. Damon noticed there were possibly 10 or so flags missing from veterans' burial sites and about that many flags were on non-veteran sites. Obviously, some people have moved flags from veterans' burial sites to their non-veteran sites. We plan to start mapping out Old Lutheran Cemetery in the middle of August.

**ROADS:** There was a meeting on July 15, 2025 to discuss the deterioration of E Dr. S. T. Day has been playing phone tag with Kori Albrecht. The County is going to come back with the best options for that road. The majority of the residents on E Dr. S want it to stay the way it is. The next meeting is August 12, 2025.

**CODE ENFORCEMENT:** There will be a preliminary hearing for the condemned house on Lyon Lake. A complaint was called in regarding a residence on B Dr. S.

**PLANNING:** There was a public hearing on July 16, 2025 for a proposed zoning change from Agricultural to Industrial. The proposed change was sent to the County. We have not heard back regarding the three public hearings held back in May. The next meeting will be on August 13, 2025.



**PARKS & RECREATION:** T. Day thanked Ben Lark for replacing the township flag for the July 4<sup>th</sup> holiday. B. Lark explained that the township has millage money to spend and has been looking for projects. He and Ryan Reincke, Executive Director of the Calhoun Conservation District, have met a few times. R. Reincke provided an update on the Jenney Woods property. There have been 21 uses from 18 people during turkey season. Updates are being made to the parking lot area. A kiosk will be added. Twenty acres of the 156-acre property are grassland. This would be a good area potentially for trails. Fredonia Township Fire Department will help with a prescribed burn. Jenney Woods is located on C Dr. and 12 Mile Rd. on the edge of Newton Township.

**ZONING:** M. Bosserd read the monthly report provided by Carl Fowler. There were 7 permits issued for the month of June – 3 Building permits, 1 Electrical permit, and 3 Mechanical permits.

**OLD BUSINESS:**

**\*Permit Application Changes:** M. Bosserd moved to take from the table Permit Application Changes. K. Speaker supported. Motion carried unanimously.

M. Bosserd noted the changes to the Building, Electrical, Mechanical, and Plumbing permit applications. Carl Fowler's, the Township's Zoning Administrator and Permit Coordinator, name and email address have been added to each application. All inspection fees are now \$75. Plumbing was \$75 while Mechanical and Electrical were \$50 for some reason. This changed the amounts of reinspection fees, minimums, totals, etc. On the Electrical Permit, a line was added under Services for "Generator" with a fee of \$50.

Upon roll call vote the following voted:

"Aye": John Miller, Kyler Speaker, Meg Bosserd, Cathy Combs, Terry Day

"No": None

The Supervisor declared the Permit Application Changes approved.

**\*Audit Firm:** M. Bosserd received a Letter of Engagement from Rehmann for the 2024-2025 fiscal year. M. Bosserd and K. Speaker brought up concerns at the previous meeting regarding the response time for the 2023-2024 audit. Given that we are already in July, and that the 2024-2025 fiscal year is an off-year where the audit services needed are to compile the Township books and complete and file the Township F-65, M. Bosserd recommends moving forward with the Letter of Engagement for the fee not to exceed \$4,575. J. Miller moved and C. Combs supported to stay with the current auditor and move forward with the Letter of Engagement.

Upon roll call vote the following voted:

"Aye": Cathy Combs, Meg Bosserd, John Miller, Kyler Speaker, Terry Day

"No": None

The Supervisor declared the signing of the Letter of Engagement and fee of \$4,575 for audit services approved.

**NEW BUSINESS:**

**\*Closed Session with Township Attorney:** T. Day said, "I move that the Board of Trustees convene in closed session under section 8(1)(h) of the Open Meetings Act, to consider material exempt from



disclosure by state statute, section 13(1)(g) of the Freedom of Information Act, being a letter from its attorney dated May 14, 2025, for the reason that the letter is exempt from disclosure under State law due to the attorney-client privilege."

T. Day moved and C. Combs supported to move into closed session.

Upon roll call vote the following voted:

"Aye": Cathy Combs, Meg Bosserd, John Miller, Kyler Speaker, Terry Day

"No": None

The Supervisor declared the Board of Trustees move into closed session with their attorney at 7:04 PM.

#### **REGULAR BOARD MEETING RESUMED AT 8:12PM.**

K. Speaker moved and C. Combs supported to come out of closed session. Motion carried unanimously.

**\*Lyon Lake Improvement Board Petition and Resolution:** T. Day reminded any comment needs to come during Public Comment.

Michael Bila, Fredonia Township's Attorney, said what was discussed in the closed session is confidential. The Township will move forward with the Lake Board. He will draw up a resolution and will get it to the Lyon Lake Association. He will prepare a resolution that moves forward with a Lake Board and represents the Township and all of its residents. Having this by the August 18, 2025 regular Board Meeting will comply with the timeline in the statute. He explained the composition of the 5-person board.

- 1) A member of the county board of commissioners appointed by the chairperson of the county of board of commissioners
- 2) The county drain commissioner or his designee
- \*These two people need to be made aware that they have to appoint people.
- 3) & 4) appointed by the Township Board of Trustees
- 5) A member elected by the other members of lake board described above.

Things should be able to move quickly after the next regular board meeting. M. Bila thanked residents for their time. Marty LaFayette will be the contact person for Lyon Lake.

Anyone interested in wanting to be on the Lyon Lake Improvement Lake Board, leave a note in the township drop box or email T. Day.

There is \$660.91 remaining in the Lyon Lake weed fund. T. Miller explained that PLM is not allowed to treat the weeds now that the SAD has been dissolved. This money will be transferred to the Lyon Lake Improvement Board once created.

C. Combs moved and J. Miller moved to table the Lyon Lake Improvement Board Petition and Resolution. Motion carried unanimously.

**\*ACH/EFT Policies and Resolution:** M. Bosserd sent the following documents to the Board to review for tonight's meeting.

1. ACH/EFT Draft Policy and Resolution
2. Post-Audit (Pre-Approved Payments) Draft Policy
3. Direct Deposit Authorization Form



M. Bosserd read Resolution #25-4

**RESOLUTION # 25-4**

Resolution to Authorize Use of Automated Clearing House (ACH) Arrangements and Electronic Transactions of Funds

**WHEREAS**, Electronic payments of public funds are required for some federally mandated transactions of public funds, and electronic payments have become a commonly accepted practice by banks and other financial institutions, and

**WHEREAS**, Public Act 738 of 2002, effective December 30, 2002, authorizes townships to make electronic transactions involving public funds by electronic payment, debit, or credit transfer processed through an automated clearing house, and

**WHEREAS**, PA 738 authorizes a public official to enter into an ACH arrangement for a national and governmental organization that has authority to process electronic payments (ACH), including, but not limited to, the national automated clearing house association and the federal reserve system, and

**WHEREAS**, The Fredonia Township Board deems that it is in the best interest of the township to make certain township financial transactions by electronic payments as described in PA 738.

**NOW, THEREFORE BE IT HEREBY RESOLVED**, That the Fredonia Township Board authorizes the Township to utilize electronic transactions in compliance with the written procedures and internal controls developed and adopted by the Treasurer as the Township's ACH policy and presented to the Township Board on July 21, 2025.

Motion made by John Miller. Seconded by Kyler Speaker.

Upon roll call vote the following voted:

"Aye": John Miller, Kyler Speaker, Terry Day, Meg Bosserd, Cathy Combs  
(list names of members voting "Aye")

"No": None  
(list names of members voting "No")

The Supervisor declared the resolution adopted.

K. Speaker read the Post Audit Policy:

Fredonia Township  
Post-Audit Policy (Pre-Approved Payments)

1. Board Post-Audit Authorized for Certain Claims Only the following types of claims may be paid by disbursements made prior to board audit and approval:
  - a. Payroll
  - b. Utility bills



- c. Invoices with penalties that would be incurred if payment is not received prior to the board meeting where claims will be approved
- d. The supervisor may authorize emergency expenditures when deemed essential due to the imminent threat to the health, safety and welfare of the township. Any claims authorized under this policy prior to board approval shall be post-audited at the next board meeting.

These claims shall be post-audited at the next board meeting following their issuance and the township board must still vote to approve all post-audited payments at the next meeting.

The foregoing policy was adopted by the Board of Trustees on the following date: July 21, 2025

C. Combs mentioned invoices that come in such as road invoices from the Calhoun County Road Department. Policy can be modified if necessary.

M. Bosserd moved and J. Miller supported to approve the Post-Audit Policy. Motion carried unanimously.

**\*Township Hall Plumbing:** Jeannine Speaker discovered a leak in the women's bathroom when she was cleaning on Sunday, June 22, 2025. The water was leaking down into the basement. T. Day and J. Miller came in and had to completely shut off the water to the entire hall as the building only has one shut-off valve. J. Miller used his contact at Hunter Prell for an emergency call. They did a stop-gap as to not have to charge the township double-time. They returned on Wednesday, June 25 to completely fix the leak. M. Bosserd will get quotes from plumbing vendors to update the hall's plumbing with 3-4 valves as well as replacing pipes on the other toilets as they will all have the same issue.

**PUBLIC COMMENT (for any new issues):**

\*Dan Livingston discussed a petition to eliminate property tax in the state of Michigan. You can find more information at AXMIXTAX.ORG. If you'd like to sign the petition, you can reach Dan at (269) 781-9300.

\*Resident expressed disappointment that the resolution for the Lyon Lake Improvement Board couldn't be passed at this meeting. He asked if it would be possible for the Township Board to hold a Special Meeting on Monday, August 11, 2025. There will need to be two Public Hearings following the approval of the Lake Board, so timing is tight.

**BOARD COMMENT (TIME LIMIT-3 MINUTES PER ISSUE PER PERSON):**

\*C. Combs thanked the Fire Department for stepping up to help at the Fair. She thanked Lyon Lake for their diligence getting the petition for the creation of the Lake Board signed. She noted that the Board and Lyon Lake Association are working well together.

\*J. Miller seconded C. Combs' comments.

\*K. Speaker thanked B. Lark for the flag. He thanked Lyon Lake for their professionalism and noted that it's more productive this way.

\*T. Day said he appreciated the turnout for tonight's meeting and noted that's how things move forward. He thanked Michael Bila for coming to speak. The Township Board had a lot of questions and it was very helpful to have him present.



**ADJOURNMENT:** Meeting adjourned at 8:40 PM.

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Minutes prepared by M. Bosserd

Meg Bosserd, Township Clerk Meg Bosserd

Date: 8/19/25

Terry Day, Township Supervisor Terry R. Day

Date: 8/26/25



07/21/2025

CHECK REGISTER FOR FREDONIA TOWNSHIP  
CHECK DATE FROM 06/17/2025 - 07/21/2025

Check Date	Bank	Check	Vendor Name	Amount
Bank GEN GENERAL FUND CHECKING				
06/18/2025	GEN	12089	CALHOUN COUNTY-TREASURER'S OFFICE	1,247.29
06/18/2025	GEN	12090	DOUGLAS R. SCOTT	450.00
06/18/2025	GEN	12091	FIRST NATIONAL BANK OF OMAHA	823.64
06/18/2025	GEN	12092	FRANK BALLARD	145.00
06/18/2025	GEN	12093	JAMES R. DEVENEY	100.00
06/18/2025	GEN	12094	RANDY BUSHEE	75.00
06/24/2025	GEN	12095	CARL K. FOWLER JR.	30.00
06/24/2025	GEN	12096	CITY OF MARSHALL	233.04
06/24/2025	GEN	12097	CSI EMERGENCY APPARATUS, LLC	4,106.32
06/24/2025	GEN	12098	DONALD P DAMON	30.00
06/24/2025	GEN	12099	DOUGLAS DAMON	30.00
06/24/2025	GEN	12100	MARGARET BOSSERD	30.00
06/24/2025	GEN	12101	TERRY DAY	30.00
06/25/2025	GEN	12119	DEPENDABLE FIRE APPARATUS	2,785.50
07/08/2025	GEN	12122	CALHOUN COUNTY-TREASURER'S OFFICE	455.00
07/08/2025	GEN	12123	CONSUMERS ENERGY	85.28
07/08/2025	GEN	12124	DEPENDABLE FIRE APPARATUS	142.66
07/08/2025	GEN	12125	JACOB WASHBURN	100.00
07/08/2025	GEN	12126	MICHAEL RUSSELL	304.80
07/08/2025	GEN	12127	MICHIGAN GAS UTILITIES	65.47
07/08/2025	GEN	12128	MICHIGAN TOWNSHIP ASSOC	1,672.78
07/08/2025	GEN	12129	REHMANN LLC	6,400.00
07/08/2025	GEN	12130	VIEW NEWSPAPER GROUP	264.00
07/08/2025	GEN	12131	WHITE COLLAR LAWN AND LANDSCAPE SER	2,390.00
07/15/2025	GEN	12132	BAUCKHM,THALL,SEEGER,KAUFMAN&KOCHES	250.00
07/15/2025	GEN	12133	CHARTER COMMUNICATIONS	167.90
07/15/2025	GEN	12134	CITY OF MARSHALL	631.90
07/15/2025	GEN	12135	FIRST NATIONAL BANK OF OMAHA	1,358.64
07/15/2025	GEN	12136	MACQUEEN EMERGENCY	5,710.00
07/15/2025	GEN	12137	OLEARY WATER CONDITIONING,LLC	70.00
07/15/2025	GEN	12138	THE SALEM WORKSHOP, LLC	74.00
GEN TOTALS:				
Total of 31 Checks:				30,258.22
Less 0 Void Checks:				0.00
Total of 31 Disbursements:				30,258.22
Bank TAX TAX ACCOUNT				
06/30/2025	TAX	3536	FREDONIA TOWNSHIP	1,000.00
TAX TOTALS:				
Total of 1 Checks:				1,000.00
Less 0 Void Checks:				0.00
Total of 1 Disbursements:				1,000.00
Bank TAX01 TAX01				
07/17/2025	TAX01	4000	CALHOUN COUNTY ISD	7,020.70
07/17/2025	TAX01	4001	CALHOUN COUNTY TREASURER	25,915.93
07/17/2025	TAX01	4002	HARPER CREEK COMMUNITY SCHOOLS	336.89
07/17/2025	TAX01	4003	MARSHALL PUBLIC SCHOOLS	8,690.59
TAX01 TOTALS:				
Total of 4 Checks:				41,964.11
Less 0 Void Checks:				0.00
Total of 4 Disbursements:				41,964.11
REPORT TOTALS:				
Total of 36 Checks:				73,222.33
Less 0 Void Checks:				0.00
Total of 36 Disbursements:				73,222.33



FREDONIA TOWNSHIP  
8803 17 Mile Road, Marshall, Michigan 49068  
Office: 269-781-8115



**RESOLUTION # 25-4**

Resolution to Authorize Use of Automated Clearing House (ACH) Arrangements and Electronic Transactions of Funds

**WHEREAS**, Electronic payments of public funds are required for some federally mandated transactions of public funds, and electronic payments have become a commonly accepted practice by banks and other financial institutions, and

**WHEREAS**, Public Act 738 of 2002, effective December 30, 2002, authorizes townships to make electronic transactions involving public funds by electronic payment, debit, or credit transfer processed through an automated clearing house, and

**WHEREAS**, PA 738 authorizes a public official to enter into an ACH arrangement for a national and governmental organization that has authority to process electronic payments (ACH), including, but not limited to, the national automated clearing house association and the federal reserve system, and

**WHEREAS**, The Fredonia Township Board deems that it is in the best interest of the township to make certain township financial transactions by electronic payments as described in PA 738.

**NOW, THEREFORE BE IT HEREBY RESOLVED**, That the Fredonia Township Board authorizes the Township to utilize electronic transactions in compliance with the written procedures and internal controls developed and adopted by the Treasurer as the Township's ACH policy and presented to the Township Board on July 21, 2025.

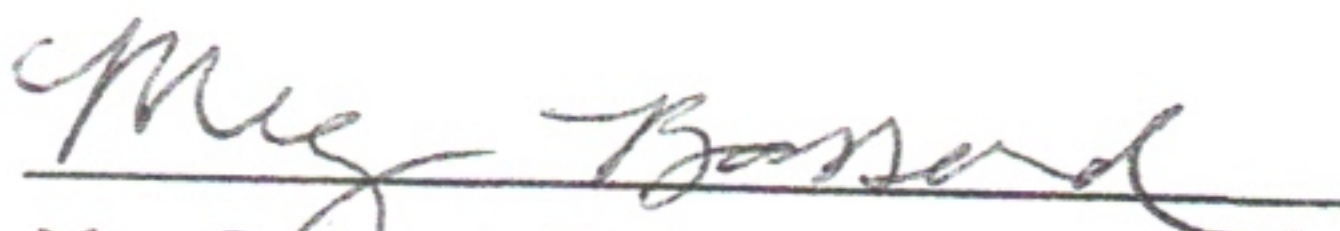
Motion made by John Miller. Seconded by Kyler Speaker.

Upon roll call vote the following voted:

"Aye": John Miller, Kyler Speaker, Terry Day, Meg Bosserd, Cathy Combs  
(list names of members voting "Aye")

"No": None  
(list names of members voting "No")

The Supervisor declared the resolution adopted.

  
Meg Bosserd, Clerk

Terry Day  
Supervisor  
269-986-0389 (Cell)

Meg Bosserd  
Clerk  
847-769-1322 (Cell)

Kyler Speaker  
Treasurer  
517-227-8664 (Cell)

Cathy Combs  
Trustee  
269-781-8115 (Office)

John Miller  
Trustee  
269-781-8115 (Office)

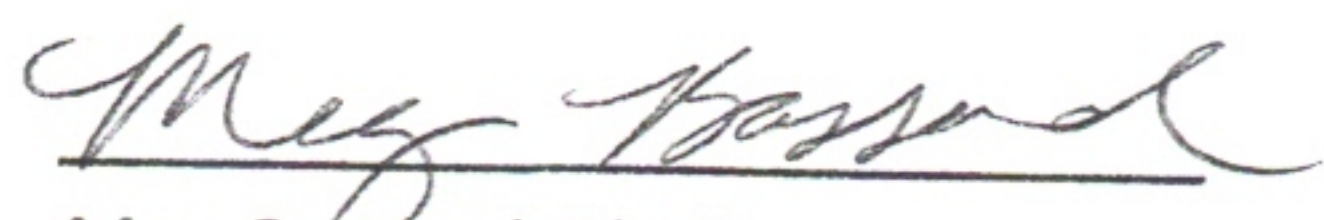


FREDONIA TOWNSHIP  
8803 17 Mile Road, Marshall, Michigan 49068  
Office: 269-781-8115



CERTIFICATE

I, Meg Bosserd, the duly elected and acting Clerk of Fredonia Township, hereby certify that the foregoing resolution was adopted by the Township Board by a roll call vote at a regular meeting of the Board held on July 21, 2025, at which meeting a quorum was present; and that this resolution was ordered to take immediate effect.

  
Meg Bosserd, Clerk

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Terry Day  
Supervisor  
269-986-0389 (Cell)

Meg Bosserd  
Clerk  
847-769-1322 (Cell)

Kyler Speaker  
Treasurer  
517-227-8664 (Cell)

Cathy Combs  
Trustee  
269-781-8115 (Office)

John Miller  
Trustee  
269-781-8115 (Office)

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FREDONIA TOWNSHIP  
8803 17 Mile Road, Marshall, Michigan 49068  
Office: 269-781-8115



**Fredonia Township Electronic+ Transactions of Funds Policy**  
**July 21, 2025**

SCOPE: This policy pertains to Township Elected Officials, and management personnel.

DEFINITIONS: Automated clearing house (ACH): means a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the federal reserve system.

ACH arrangement: means the agreement between the originator of the ACH transaction and the receiver of an ACH transaction.

ACH transaction: means an electronic payment, debit, or credit transfer processed through an automated clearing house.

ACH policy: means the procedures and internal controls as determined under the written policy developed and adopted by the Township.

**1. Authority to Enter into ACH Arrangements and Electronic Transfer of Public Funds:**

The Treasurer and/or Clerk may enter into an ACH arrangement as provided by Public Act 738 of 2002, effective December 30, 2002. The township shall not be a party to an ACH arrangement unless the Township Board has adopted a resolution to authorize electronic transactions and a written policy has been presented to the Township Board. An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, Public Act 34 of 2001 (MCL141.2101, et seq.) or to the provisions of law or charter concerning the issuance of debt by a local unit.

**2. Responsibility for ACH Agreements:**

The Treasurer and/or Clerk are responsible for Township ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.

**3. Internal Accounting Controls to Monitor Use of ACH Transactions:**

The following system of internal controls will be used to monitor the use of ACH transactions made by the Township:

- a. The Treasurer and Clerk shall prepare a list of vendors authorized to be paid by ACH transaction and provide that list to the Township Board.
- b. The Clerk initiates the transaction upon receipt of an invoice included on the authorized ACH list approved by the Township Board.

Terry Day Supervisor 269-986-0389 (Cell)	Meg Bosserd Clerk 847-769-1322 (Cell)	Kyler Speaker Treasurer 517-227-8664 (Cell)	Cathy Combs Trustee 269-781-8115 (Office)	John Miller Trustee 269-781-8115 (Office)
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FREDONIA TOWNSHIP  
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- c. The Clerk presents a list, to include the electronic payments for Board approval. All transactions not pre-approved required Board approval prior to disbursement. For pre-approved payments, per the post-audit policy, the Township Board will post audit those payments.
- d. Following Board approval, the Clerk signs the ACH warrant, initiates the electronic transaction with the vendor, and makes the actual transfer of funds. The treasurer approves the electronic transaction to move funds to the vendor.
- e. The Treasurer shall retain all ACH transaction documents and invoices, with copies to the Clerk for audit purposes.

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Terry Day  
*Supervisor*  
269-986-0389 (Cell)

Meg Bosserd  
*Clerk*  
847-769-1322 (Cell)

Kyler Speaker  
*Treasurer*  
517-227-8664 (Cell)

Cathy Combs  
*Trustee*  
269-781-8115 (Office)

John Miller  
*Trustee*  
269-781-8115 (Office)

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Please print and complete ALL the information below.

City, State, Zip: \_\_\_\_\_

Type of Account:      Checking      Savings      (Circle One)



I hereby authorize Fredonia Township to deposit any amounts owed me by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Fredonia Township to my account. In the event that Fredonia Township deposits funds erroneously into my account; I authorize Fredonia Township to debit my account for an amount not to exceed the original amount of the erroneous credit. This authorization is to remain in full force and effect until revoked (cancelled) by: (a) me, (b) my death or legal incapacity, (c) Fredonia Township or (d) my separation.

Fredonia Township cannot guarantee that direct deposit will be available each pay period due to circumstances that could arise beyond our control. In that case, a traditional paycheck will be issued.

Upon termination, Fredonia Township will issue the final payment in the form of a check and mail to the last address on file with the township.

Employee Name (Printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Fredonia Township  
Post-Audit Policy (Pre-Approved Payments)

1. Board Post-Audit Authorized for Certain Claims Only the following types of claims may be paid by disbursements made prior to board audit and approval:
  - a. Payroll
  - b. Utility bills
  - c. Invoices with penalties that would be incurred if payment is not received prior to the board meeting where claims will be approved
  - d. The supervisor may authorize emergency expenditures when deemed essential due to the imminent threat to the health, safety and welfare of the township. Any claims authorized under this policy prior to board approval shall be post-audited at the next board meeting.

These claims shall be post-audited at the next board meeting following their issuance and the township board must still vote to approve all post-audited payments at the next meeting.

The foregoing policy was adopted by the Board of Trustees on the following date: July 21, 2025