

**Fredonia Township Board-Regular Meeting**  
**January 20, 2020 6:30 PM**  
**Fredonia Township Hall**  
**8803 17 Mile Rd, Marshall, MI 49068**

## MINUTES

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**BOARD MEMBERS** present:  Doug Damon, Supervisor  Cathy Combs, Clerk  JC Skowron, Treasurer  Ken Huestis, Trustee  Terry Day, Trustee

**STAFF** present:  Phil Damon, Fire Chief  Dianna Baker, Deputy Clerk/Cemetery Sexton  Pamela Jo Eastman, IT  Jacob Washburn, Deputy Supervisor/FD Training Officer  Dan Livingston Sr., Calhoun County Planning Commission  George Crandall, Twp. Planning Committee

### **PLEDGE OF ALLIGENCE**

**AGENDA** – Additions/Deletions: Adding Inspectors as #5 on Agenda

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### **MINUTES FROM PREVIOUS MONTH:**

Motion made by JC Skowron and supported by Ken Huestis to approve the December 16, 2019 minutes.

**APPROVED AS READ**

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### **FINANCIAL REPORT-**

JC Skowron provided verbal report from information on the December 2019 bank statements:

General Fund: \$202,978.25

Public Safety Fund: \$78,600.05

Tax Account: \$451,946.71

Sub Total: \$733,525.01

Investments: 0000080, 12 Month \$40,337.42

                  0000082, 12 Month \$33,589.72

                  0000083, 12 Month \$40,046.79

Deposit Accounts Organization: \$31.89

Sub Total: \$114,005.82

Grand Total: \$847,530.83

JC also mentioned since receiving the December bank statements she has transferred \$27,000 from tax fund to general fund as deposited incorrectly.

Busy processing tax payments, enrolled in tax class 2/4 & 2/5/2020 and viewing BS&A videos

Tax summer admin fee \$6,760, this has not been verified but will...tax accounts reconciliation 5/30/19

General Ledger reconciliation is thru 6/30/19, will be working on the reconciliation

JC also gave kudos to the county treasurers' office who have been very helpful in answering questions

JC will be attending a meeting on 1/2/2020 with the County Treasurer's office

Doug asked if any questions: none

**PLACED ON FILE FOR AUDIT**

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**READING OF THE BILLS** by Cathy Combs

Cathy asked that attendees/board members to read the bills as presented vs. reading each line item. In addition, Bud's Wrecker did refund \$133 as stated on the bill listing. Cathy advised would need to add bill from Tire City/Tire Pros due to repairing a flat tire on fire truck today in the amount of \$77.49. No questions presented. Motion made by JC Skowron and supported by Terry Day to accept the *Reading of the Bills* as read.

**APPROVED AS READ**

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**CORRESPONDENCE: NONE****PUBLIC COMMENT: – ONLY FOR ITEMS ON THE AGENDA: NONE****Old Business:****1. Planning Commission appointments (requires vote)**

Doug explained all on 3yr rotation now and that terms expiring for the planning commission: Eugenie Rogstad, John Dietz expiring next year; George Crandall, Fred Woods, JC Skowron expiring the year after that; Jill Settineri, Bob Zalewski expiring in 2023. Doug moved and Terry Day supported to reappoint each of these on the Planning Commission, Bob and Jill will go on the 3 yr. term. Doug advised he wanted to step back a minute and states that Bob Zalewski will no longer be the chairman of the planning commission. George Crandall will replace Bob as Chairman. Jill Settineri will remain the secretary. No discussion. Motion carried unanimously.

**2. Zoning Board of Appeals appointments**

Doug advised he wanted to step back a minute and states that Bob Zalewski will no longer be the chairman of the planning commission. George Crandall will replace Bob as Chairman. Bob Zalewski and Dan Washburn will remain on the zoning board of appeals. Supv. Doug would like to add a board member. He asked Terry Day if he would do it and Terry accepted. Doug also mentioned that Dianna Baker would be the alternate. The Committee will appoint a secretary to the zoning board of appeals at next meeting. \*\*Note: no motion made.

**3. Compensation for Committee/Commission members (requires vote)**

Doug advised that there have been some questions whether an appointed/elected official is paid as other members of a committee. Yes, they do because the committee is not considered statutory duties of an official like a board meeting. Doug moved and it was supported by Terry Day to pay each of the Planning & Zoning committee members \$25 per meeting unless they are the chairman or secretary. Motion carried unanimously.

**4. Finance Committee duties/responsibilities & member appointments (requires vote)**

Doug read a rough draft of expectations and responsibilities, the committee will review and update as needed. Doug explained we discussed last month about forming a finance committee and want to recommend Jacob Washburn, Cynthia Newsome, Cindy Thomas, Pamela Eastman and Laura Miller. With their expertise and history of doing things, they will act as a liaison; provide suggestions and recommendations to the board. After May then meetings would possibly be every 2-3 months. The expectations will be kept on file. Terry Day moved and Ken Huestis supported to form the financial committee with the above township residents. Motion carried unanimously.

**5. 2019 AUDIT Update**

Doug read the audit letter discussing a DRAFT AUDIT dated 12/17/19. Upon review, files submitted to auditor were not all properly submitted. Therefore, would like to propose not to accept the audit and not file with the state. This is not a mandatory audit, however we can use the information from it and work

forward to better our accounting and financial practices. In addition, there have been suggestions in the past couple of years to consider hiring a different auditor. Fredonia has fewer than 40,000 residents, hence audits are only mandatory every other year as required by the state. After discussion, information will be provided to the board concerning potential candidates for Auditor. Auditors in Assyria, Lee, Pennfield and Eckford townships are some of the choices along with Gabridge. Cathy moved to review/approve either the auditor used by Pennfield or Assyria. Motion supported by Doug Damon. Motion carried unanimously.

**NEW BUSINESS:****1. MCCU Safety Deposit Box**

Doug discussed that prior treasurer secured a safety deposit box, not sure what is in it at this time. . Doug advised MCCU that the township will bring a copy of the minutes of 1/20/2020. Need 2 people. MCCU suggested the Treasurer and the Supervisor. After further discussion, the board suggested the Clerk and the Treasurer do this. Also, those two will ultimately decide if the safety deposit box is needed. Trustee Ken moved and Doug supported to have JC and Cathy names be placed on the bank records to give them access to safety deposit box. Motion carried unanimously.

**2. Select an Auditor for this year's 2020 Mandatory Audit** – Motion made when discussing audit update**3. BUDGET Adjustments (requires vote)**

Cathy discussed that last month the Clerk and Deputy Clerk were paid the Clerk's salary. In November, there was not a salary paid for a treasurer. Cathy moved to move \$1,250 from the GL 101-253-702 (treasurer) to the GL 101-215-702 (clerk) to offset the 2 salaries paid in December. Doug explained it was not utilized in treasurer's account in November and moving this amount over to the clerk's account to balance it out. Motion supported by Doug Damon. Motion passed unanimously.

**4. Board Meeting Attendance vs. Written Reports for Department Employees**

Discussion held on having verbal reports by department employees and consensus is that will continue to have reports. Decision was made that present employees would give a verbal report, and if absent then written reports would be submitted and attached to the minutes.

**5. Inspectors:**

JC reviewed the facts to support a motion to pay inspectors through Accounts Payable instead of Payroll. Inspectors are not employees as we do not set their work schedule nor are they paid hourly or by salary. Permits are money in and money out. Permit fees do not need to be budgeted. \$50 admin fee would be considered township income and used to pay for inspection related business i.e. clerk/deputy clerk wages as they process the permits. JC moved and Cathy supported to change inspectors to accounts payable (1099) and remove them from payroll. Motion carried unanimously.

**REPORTS:**

**Fire Department:** Phil Damon reported there were 5 fire runs and 11 medicals for the month; small equipment training completed; Also, provided YTD report, 106 medical calls; 64 Fire calls and Fredonia Fire gave mutual aid four times, requested mutual aid one time and had 18 calls on I69. Written report provided as well. Phil mentioned that he would like to move a display case from the fire department into the hall. No objections from the board. Phil also discussed fire association purchased \$200,000 worth of equipment (most of it new equipment) from a fire department who was disbanding. The cost for the equipment was \$6,000. Audience applauded Phil and associations efforts in securing the equipment for the township fire department.

**Road Committee:** Meeting in February

**Assessor:** Roger advised that tax assessments will be mailed by 2/21/2019, 1000 plus to mail. Doug mentioned having volunteers to help mail. Board of Review scheduled 3/9/2020.

**County Planning:** Dan Livingston states meeting at the end of the month

**Cemetery:** Dianna Baker advised Doug there were no burials for month of January

**IT:** Pamela Eastman advised website updated completed, Conviss Township landfill extended their recycling contract for township residents through 12/31/2020. Township has cards to use for landfill. Pamela also stated that she is currently updating the Epollbook computer to Windows 10 for the upcoming elections.

**Fredonia Planning Commission:** George Crandall advised the planning commission is still working on the master plan, updated maps and forwarded to the board for review.

**Zoning/Ordinance Enforcement:** Nothing reported.

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**Public Comments made and noted as follows:**

\*Are actions by other employees that were unethical being pursued by legal action?

\*Question about changing of the locks prior and if bill is being sent to prior employees

\*Are the \$6,000 in fines thru June 2019 or for the year?

**Board Comment:**

Cathy advised with upcoming election in March, if anyone is interested in being an inspector to advise Clerk or Deputy Clerk Dianna Baker. February 25 is the training.

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**Supervisor Doug Damon adjourned the meeting at 8:02 PM**

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Minutes prepared by Cathy Combs

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**Cathy Combs, Township Clerk**

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**Date**

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**Doug Damon, Township Supervisor**

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**Date**