

12086 M-89
Richland, MI 49083
269-731-4888

NOTICE
ROSS TOWNSHIP BOARD – SPECIAL MEETING AGENDA
Wednesday, June 28, 2023 – 5:30 P.M. Ross Township Hall
12086 M89 Richland, MI 49083

- Call to Order
- Pledge of Allegiance
- Attendance
- Approval of Agenda

{MOTION}

- **CITIZEN COMMENT:**

Please state and spell your name for the record and limit your comments to 3 minutes. Please be advised Citizen Comment is designed for one-way commentary to address the Township Board. A response to comments should not be expected. If citizens are requesting a response, please contact Ross Township during business hours for further assistance or information.

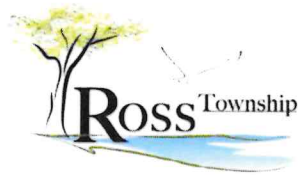
1. "Ross Township Ethics Ordinance" **{MOTION/ROLL CALL}**
2. Office Policies: Office Email Etiquette / Personal use of Township Property **{MOTION/ROLL CALL}**
3. Township Minutes, Ordinances **{MOTION/ROLL CALL}**
4. Discussion / Recommendation addressing ongoing office conflict **{MOTION/ROLL CALL}**
5. CPA Opinion: Responsibility of Taxes & Payroll **{MOTION/ROLL CALL}**

- **SECONDARY CITIZEN COMMENT – 1 MINUTE TO ADDRESS THE ROSS TOWNSHIP BOARD**

ADJOURNMENT

{MOTION}





**Special Board Meeting
ROSS TOWNSHIP
KALAMAZOO COUNTY, MICHIGAN
June 28, 2023 @ 5:30pm**

| Attendee Name | Title | Roll Call Status |
|----------------------|--------------|-------------------------|
| Christina Hutchings | Supervisor | Present |
| Alexander Harris | Clerk | Present(5:45) |
| Syndee Genung | Treasurer | Present |
| Diana Langshaw | Trustee | Present |
| Michael Bekes | Trustee | Present |
| Lynn Harmon | Trustee | Present(6:15) |
| Mike Sulka | Trustee | Present |
| Rob Thall | Attorney | Present |

Attendance were about 20 interested people.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

The Pledge of Allegiance was recited.

Agenda

Motion: To accept the agenda and move agenda item #3 to #1 & #5 to #2.

Moved by: Trustee Bekes Seconded by: Trustee Langshaw

Vote: All ayes, 5 – 0

Result: Carried

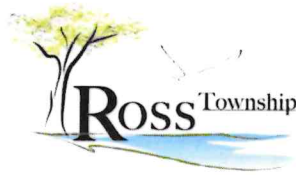
Public Comment

Public Comment was heard.

Payroll

Motion: I move we approve the following criteria for our new outsourced payroll system with BASIC.

Payrolls will be scheduled on the 15th and 30th of every month.



Employee timesheets will be due to the Clerk by 11am two business days prior to the 15th and 30th of each month.

All Trustees, PC, ZBA will be paid on the 30th of ~~each~~ month; and Fire Dept. will be paid on the 15th of each January, April, July, and October until the fire board informs the township otherwise.

Salaried employee payroll amounts will be prorated for the balance of 2023 with a computation of amount of pay owed for the balance of the year divided by the number of payrolls left for the year. The intent is to have the full expected salary attained with the last payroll of the year.

All pay checks will be direct deposited to the employee's respective bank account. Direct deposit for all checks, including potential make-up checks due to payroll errors will all be mandatory. Make-up checks to correct errors will be made between payroll cycles to keep employees whole.

Proper journal entries for the entire payroll will be meted out by the Clerk to the correct cost center after each payroll cycle. The Fire Department will be assigned according to their millage supported cost account.

Proper taxes will be deducted from every paycheck including FICA and Medicare, including election workers.

An investigation by the Clerk to determine who is eligible for the payment of FUTA and SUTA taxes and the respective taxes assigned to the payroll program accordingly.

Have the Clerk attend a BASIC payroll training course as the Clerk will need to know how to run BASIC in the future.

Moved By: Trustee Bekes Seconded: Supervisor Hutchings

Vote: Ayes 6, Nay 1

Result: Carried

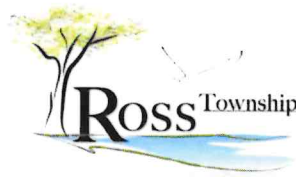
Ross Township Ethics Ordinance

Motion: To Accept Ross Township Ethics Ordinance, to reflect 6 month instead of 1 year, going forward from this point on.

Moved By: Trustee Bekes Seconded By: Trustee Sulka

Roll Call: Bekes Aye, Langshaw Aye, Genung Aye, Hutchings Aye, Harmon Aye, Harris Aye, Sulka Aye.

Result: Carried



#1 policy

Office hours 9 am – 4:30pm. Monday through Thursday. Closed Friday, Saturday, Sunday.

No one is allowed in the building between 11:00pm – 7:00am. The office shall not open for business until at least 2 of the board members(Supervisor, Treasurer, Clerk) or staff are present. Exception: Election & Tax Season and emergencies.

Moved By: Trustee Langshaw Seconded By: Trustee Bekes

Vote: Aye 6, Nay 1

Result: Carried

#2 policy

There are no individuals allowed in the building with elected officials, staff person, committee member, etc. alone, except another elected official, staff person, deputy, police officer or township attorney. This includes the detailed list in the Ethics Ordinance. Relatives, private citizens.. 2 people must be there to access vault. Exception: Election & Tax Season

Moved By: Trustee Langshaw Seconded By: Trustee Bekes

Vote: Aye 6, Nay 1

Result: Carried

#3 policy

No official documents (original copy) or township owned equipment can be taken out of the Township Hall. Exception election equipment for an election and election related items going to the county clerk's office AGS materials and Planning Consultant work.

Moved By: Trustee Langshaw Seconded By: Trustee Bekes

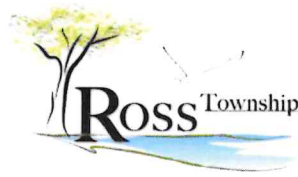
Vote: Aye 6, Nay 1

Result: Carried

#4 policy

When volunteers come to the office to help stuffing envelopes, applying postage, etc. the work area will be in the general meeting room. Exception: individual(s) helping with various jobs such as accounting.

Moved By: Trustee Langshaw Seconded By: Trustee Bekes



Vote: Aye 6, Nay 1

Result: Carried

#5 policy

The only animals allowed in the facility are service animals.

Moved By: Trustee Langshaw Seconded By: Trustee Bekes

Vote: Aye 7

Result: Carried

Stamp meter

Motion: I move to use ARPA money to purchase and maintain a USPS postage meter for Ross Township office use. Once in place, stamp usage should be minimized. I would like this motion to budget \$5000 for purchase of the machine. The Supervisor and Treasurer would investigate to either purchase or lease the machine and bring the proposal back to the Board for approval if the cost is greater than \$5000. If the proposal is less than \$5000, the USPS postage meter can be procured immediately.

Moved By: Trustee Bekes Seconded By: Trustee Langshaw

Vote: Aye 6, Nay 1

Result: Carried

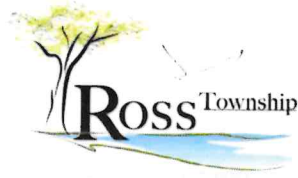
Minutes

Motion: I move that Clerk Harris audits the meeting Minutes binders beginning November 2022 through present date and replace all meeting minutes that are marked up with handwritten notes with clean and unmarked up copies of the same approved meeting minutes. Once replacements are made, the marked-up copies should be destroyed. Going forward, when meeting minutes are approved, only unmarked up copies will be put into the meeting minutes binder along with the expected supporting documentation from the meeting.

Moved By: Trustee Bekes Seconded: Trustee Langshaw

Vote: Ayes 5, Nay 1

Result: Carried



Closed Session minutes

Motion: I move we approve Attorney Thall to audit the meeting minutes from all closed session board meetings since November 2022 to confirm the minutes are the correct minutes from each session and confirm to the Board that no changes have been made to them and they are deemed acceptable by him. When he is through with his audit he will re-seal each set of meeting minutes in properly marked envelopes and returned to the Police Chief to insert into a sealed evidence bag.

Moved By: Trustee Mike Bekes Seconded By: Trustee Harmon

Vote: *No vote held*

Result: ~~Failed~~

Attorney Thall does not have the authority, only a court order from a judge. nor should anyone else in the office continue to tamper with the closed door session minutes as the Clerk has secured them.

Officials records

Motion: I make a motion that all Township Officials have access to record or paperwork necessary to complete their job. If the paperwork is in a locked office, if access is not granted by the office holder, the official who needs something from that office has the right to obtain the key and enter said office. In addition, if an office is to be locked and entry is not desired, the paperwork that is required by the Township Official who does not reside in said office will then be stored outside of that office. This motion includes a budget of \$3000 of ARPA money to purchase lockable file cabinets that will be housed outside of offices to house such documents.

Moved By Trustee Mike Bekes Seconded By:

Vote: *No vote held*

Result: ~~Failed~~

~~Attorney Thall questioned the safety and security of employee's working within an office.~~

Public Comment

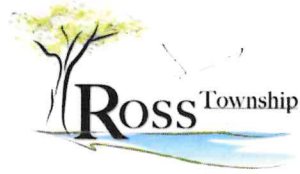
Valli McDougale – Would like Bluff Apartments to put up 8ft high fence.

~~Tom Boyd – Does not agree with the Clerk's choice to close his office door at work.~~

Mary Carol Wilkins – Yes pounded on the Clerk door, for \$50 tax check, went and got the Chief of Police to open his door.

Martin Brown – Decision was to enter the Clerk's office on behalf of the office staff.

Mary Stage – The Clerk is the steward of specific Township documents.



~~Mike Moore – Is against the Clerk speaking up at board meetings.~~

Member Time

Trustee Harmon – Investigate to scan documents digitally to share on BS&A.

Adjournment

Moved by: Trustee Bekes Seconded by: Trustee Sulka

Vote: Unanimous All Ayes

Respectfully Submitted,

Clerk, Alexander D Harris