

EMMETT TOWNSHIP BOARD OF TRUSTEES  
REGULAR MONTHLY BOARD MEETING  
OCTOBER 9, 2024

The October Board of Trustees meeting was called to order at 7:00 p.m. and was followed by the pledge to the flag.

Roll call was taken with Butler, Keith Scott, Reliford, Kot, and Jackson all present.

The consent agenda was approved with a motion by Reliford and supported by Keith Scott. Motion passed. The consent agenda consisted of the September meeting minutes and the September financial statement. The financial statement for September is as follows: CD's \$75,595.77, revenue sharing \$601,079.78, park acct. \$26,337.95, A.R.P.A. \$6,302.20, fire millage \$18,259.35, road millage \$26,569.60, tax acct \$5,603.38, trust & agency \$8,816.20, bldg. admin \$19,315.93 and the general fund \$16,279.26. Accounts payable for September had a total paid expenses of \$18,105.57 paid out of the general fund.

Dumpster Day had a total cost to the Township of \$1,963.50. There were some residents that were unhappy about having to unload themselves, but overall it was a good turnout and the dumpsters were full. Treasurer Kot mentioned that not everyone got a flyer for Dumpster Day in their tax bill as some tax bills go to mortgage companies as opposed to the residents themselves. She mentioned sending the next flyer for a spring Dumpster Day in the tax assessment notice that goes out in February so everyone gets a flyer. Demaray Tire will be contacted ahead of time to get tire disposal prices to include in the next flyer.

Clerk Jackson informed the Board that the election day laptop's battery will no longer hold a charge unless it is plugged in. RESA came out and loaned the Township another laptop to use for Election Day. The logic and accuracy testing on the voting equipment will be done with Election Source on Friday, October 11. Early Voting will be October 26 – November 3 from 9:00am – 5:00pm. Election Day will be November 5.

Tax update: Online payments went well. The only issue is that the online payment system does not show delinquent interest owed, so those individuals who pay their taxes late online will get a statement due balance in the mail. Treasurer Kot also discussed putting a Township Newsletter in the tax assessment notice as well.

Topics for the newsletter discussed included a park report/events, how millage money is spent, an assessor's report, current and future projects, etc.

Supervisor Butler is waiting to hear back if the Township was approved for the 2025 St Clair County Local Road System Funding Assistance Program. The Rose Road project should be wrapped up on Friday, October 11. Butler informed the board that all bills associated with this project are to be set aside. He said the Township will pay all invoices for that project at once to make sure everything is correct. There was a resident that had a footbridge removed by the county during this project and he wanted it replaced, but was told no by the county.

The installation for the new printer will be on Friday, October 11.

Clerk Jackson reported on the SAFE Assessment done by the Department of Homeland Security. The Township will receive an emailed report as to what their final recommendations are for security improvements and safety procedures for the building during elections. They would like to see some sort of training/policy manual in place for election inspectors on different scenarios that could arise during elections.

Signature cards need to be updated at the bank for who has access to the Township accounts. Butler made a motion to remove the previous clerk from all accounts and add the current clerk, deputy clerk, and deputy treasurer to the Choice One Bank and 53<sup>rd</sup> Bank accounts. K. Scott supported the motion.

All in favor Aye: 5 Nay: 0

Motion passed.

Supervisor Butler wants the Building Administrator to submit a monthly Building Admin Report that would include how many permits are being pulled to track the growth of the township.

Treasurer's update: Township Revenue Sharing account balance is high. Kot stated that the auditors suggested 6 to 9 months of operating funds should be invested into high yield accounts for contingency/emergency funds. Kot said the topic will be revisited at the next board meeting so the board members have time to think about how much money should be set aside. Doing this allows the Township to be less reactive and more proactive to large expenses that may arise.

gave a recommendation to approve  
Planning gave their report and stated that they <sup>gave a recommendation to approve</sup> approved a site plan for a modular home placement on Harrison Rd. This approval leaves the garage as non-conforming because it will sit too close to the property line. The Township Board made the final approval for the site plan

The Assessor is reviewing the PA116 that was submitted from a property owner.

The Park Committee is waiting to hear back about their grant request. There is another foundation they are looking into that will be giving out money. A resolution will need to be created for those funds. It is not a match money grant.

Jamie Lamay would like to continue to offer yoga classes at the Township Hall and would like to host classes inside the board room as the weather gets colder. The Board approved her request with the expectation that the board room will be cleaned up and everything put back to where it was at the end of each class.

Jackson made a motion to adjourn the meeting and was supported by Reliford. Meeting adjourned at 8:14 p.m. Motion carried.

Respectfully submitted,



Stephanie Jackson, Clerk

