

**Regular Board Meeting Minutes  
November 13, 2023 – 7:30 p.m.**

Meeting called to order by Supv. Brian Moore followed by the Pledge of Allegiance.

In attendance: Brian Moore, Kimberly Jones, Judy Wheelock, Keith Moore, Penny Nelson

With no additions or corrections to the agenda by Board and/or audience, a **motion by K. Moore; 2<sup>nd</sup> J. Wheelock to accept the agenda as presented. Carried.**

**Motion by J. Wheelock; 2<sup>nd</sup> K. Jones to approve the October 10, 2023 minutes. Carried.**

**Treasurer’s report.** K. Jones remarked that the reason on no revenue is shown is because the township’s only receipts are from winter taxes. She receives a lot of tax bills returned to her from the post office due to address changes, etc. Receipts? No receipts being sent out unless specifically requested with a self addressed and stamped envelope.

- **Motion by K. Moore; 2<sup>nd</sup> P. Nelson to pay all bill using checks #9315-9331. Carried.**
- “Sweep” bank accounts. Discussion about moving some funds postponed until Mary Wixson can explain to board.

**Fire department report.** None.

**Blight Enforcement Officer.** Kenneth Millard absent. Clerk read his report. K. Moore concerned about viewing from a private road (driveway). Healy Lake Rd & Plagney Rds property is in question on how to address it.

**New business.**

- Soul Pantry. Heidi Woodson Mead described efforts to establish a food pantry in Cleon Township to serve surrounding area. Asked for a letter of support from the board. Clerk to send such letter out.
- Resolution for a post-audit payment. Clerk explained the infrequent need for payment before the next board meeting.

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**RESOLUTION 2023-5**

**SPRINGDALE TOWNSHIP BOARD**

**POST-AUDIT POLICY**

WHEREAS, the Springdale Township Board recognizes that all claim payments must be approved by the board and that some types of payments need to be paid prior to board audit and approval; and

WHEREAS, claims authorized to be paid by disbursements made prior to regular board audit and approval would include:

- Payroll
- Utility bills
- Invoices with penalties to be incurred if payment is not received before the board meeting.
- Invoices with discounts to be lost if payment is not received before the board meeting
- Official authorized emergency expenditures when deemed essential due to imminent threat to the health, safety, and welfare of the township.

Any claims authorized to be paid under this policy shall be post-audited at the next board meeting.

BE IT RESOLVED that the Springdale Township Board approves the use of the Post-Audit Policy as defined above.

**Motion to adopt the Post-Audit Policy made by Keith Moore; 2<sup>nd</sup> Judy Wheelock.**

Roll call vote: Aye: Brian Moore, Judy Wheelock, Keith Moore, Kimberly Jones, Penny Nelson  
Nay: None.

The Supervisor declared the motion approved.

I, Penny Nelson, the duly elected clerk of Springdale Township do certify the foregoing is a true and correct copy of the resolution adopted at the regular meeting of the Springdale Township Board and is included in the minutes of the November 11, 2023 regular meeting.



Penny Nelson  
Springdale Township Clerk

- Grant application to the Grand Traverse Band presentation cancelled as application can be sent without a formal vote.
- **Motion by K. Moore; 2<sup>nd</sup> K. Jones to accept the season's snow removal contract for \$1,440. Carried.** K. Moore suggests going out for bids for the following year season in September.
- Security cameras. Monitor screen not working, maybe because of mice. Need to replace it. Clerk explained that state requires a video camera placed at ballot drop box. This will be reimbursed by the state.

**Old business.**

- Cemetery. Brian says that Andy Saarm has completed a survey of the cemetery. Comments about the location of the base of stone.

**Library report.** Report distributed to board.

**Correspondence.** Township Focus, Country Lines.

**Public comments.** None.

**Board comments.** None.

**Adjournment:** 8:10 p.m.

Respectfully submitted,

*Penny Nelson*

Penny Nelson  
Township Clerk

DRAFT