

Interior Township
Interior Township Hall
Regular Meeting
December 11, 2023

Meeting was opened at 6:10 pm by Supervisor O'Sullivan

The Pledge of Allegiance was recited.

Members Present were Trustee Fred Johnson, Treasurer Melanie Pelkola, Supervisor Joseph O'Sullivan & Clerk, Mary Koch. Members Absent were Trustee Paul Besonen. Note: Paul Besonen arrived at 6:13 pm.

Supervisor's Report

Nothing to report.

Approval of Minutes

After review of minutes, a motion was made by Joe O'Sullivan to accept the regular scheduled meeting minutes from November 13, 2023 and seconded by Melanie Pelkola. Motion carried.

Treasurer's Report

The Treasurer's report was presented by and reviewed by all. A motion was made by Paul Besonen to accept the Treasurer's report, seconded by Joe O'Sullivan. Motion carried.

Expenditures

Approval of proposed expenditures supported by the Board signing of the Treasurer's report.

Public Comments

Opened at 6:20 pm. Roger Rydzewski noted that the snow plow trucks are disturbing the sod in different areas.

Approval of Agenda

Motion was made by Melanie Pelkola to approve the agenda. Motion was seconded by Paul Besonen. Motion carried.

Committee Reports

- Need 2 Board of Review Members
- Need Cemetery Committee Members
- Need 2 Planning Committee Members
- Planning Committee Report – No report at this time.
- Sewer Report – No report at this time.
- Water Report – Joe O'Sullivan announced that Bob Stenfors passed his final water exam. Bob Stenfors submitted a written water report this month which was reviewed and everyone appreciated getting this report and the information provided within as water testing and the chlorine content were addressed.

Unfinished Business

- Delinquent Water Bills – It was discussed and determined that 5 letters of delinquent notice will be sent out on 12/12/23.
- New Water Billing Software – Joe reported it would cost \$600 per year for the same water billing software that McMillan Township uses. This cost includes the web based application

including the annual fee. It uses a post-card type of mailer notice with a perforation. When asked what is wrong with the current software being used, it was said that the current software company is out of business and it provides for no current backup plan – it is basically obsolete. Joe will continue to research this project.

- Trout Creek Sign Proposal – Joe continues to work on getting State approval for sign location.
- Accunet Web Services – Joe shared some examples of what the Township website is going to look like – everyone was in favor.
- GEI continues to work on Grant Opportunities and will notify when something becomes available.

New Business

- A Resolution to adopt guidelines for poverty exemption were distributed, reviewed and a motion was made by Joe O’Sullivan and seconded by Melanie Pelkola to support these guidelines. All members were in favor and the resolution was adopted.
- The ballot drop box in the front lobby of the town hall is now required by the State BOE to have a surveillance camera on it. Joe has a surveillance system at his residence with a hard drive that works well and costs approximately \$400.00 plus installation which can be reimbursed by the State so it was agreed he is to move forward on the purchase and installation.
- There is an EGLE water violation notice that needs to be mailed out to all township water customers no later than 1/17/24. This notice is in regard to two coliform bacteria tests that were not submitted in the Fall of 2022. The board will work on getting this notice sent asap.
- The latest auditing team of Campbell Auditing CPA, PLC is requesting that we sign a two-year audit agreement with them. A motion was made by Melanie Pelkola and seconded by Mary Koch to sign the two-year contract with the firm. The motion carried and the agreement was signed and will be mailed on 12/12/23.
- Mary Koch recently submitted a letter of resignation to the Board. The duties of the clerk position are taking more time than anticipated. This discussion led to the following agenda item of assigning a deputy clerk that can assist with the upcoming elections as well as other assisting duties to relieve some of the time issues. It was agreed that there should be a deputy clerk signed on who will take the required eLearning on-line courses and acquire full access to the township’s Qualified Voter File in order to assist with elections as well as perform other duties deemed necessary by the clerk and that this position will be reimbursed hourly. After further review of these matters, the topic was tabled for further discussions and ideas on how to move forward.

Public Comment

Opened at 7:45 pm – there were none.

Adjournment

Meeting was adjourned by Supervisor O’Sullivan at 7:52 pm.

Mary Koch, Township Clerk