



## **GERRISH TOWNSHIP**

***Kathleen Patchin, Clerk***

2997 E. Higgins Lake Drive  
Roscommon, MI 48653  
(989) 821-9313 (telephone)  
(989) 821-8627 (fax)

### **Clerk Patchin Report March 3, 2020**

Attended and prepared for the following meetings:

- February 11 2020 Regular Meeting
- February 27, 2020 Special Meeting Budget Work Session

Completion of minutes and actions on meetings.

Completion of the Public Accuracy Test for the March 10, 2020 election on February 27<sup>th</sup>

Met with health insurance representative to review and consider plans for the township.

Met with Lyon Township and F&V to continue working on the Sewer Feasibility Study. Read update

Continue to prepare for the March 10<sup>th</sup> Presidential Primary election.

Clerks office will be open Saturday March 7<sup>th</sup> from 7am to 3pm for anyone not able to come in during regular business hours to receive an absentee ballot or register to vote.

Website maintenance.

All Human Resources, Payroll, Accounts Payable, General Ledger processing.

FOIA Coordination.

Thank you.....Kathleen ☺