

Memorandum

To: Gerrish Township Board/Community
cc: file
From: Supervisor Hill
Date: 5/23/2024
Re: Supervisor April Board Report

For the month of April 2024, I submit the following report:

I met with Attorney Hess on various legal issues, Clerk Squires accompanied me in those conversations. All board members have been provided copies of our inquiries for their personal consumption to stay aware of legal issues pertinent to the Township.

I continued working on the Building Emergency Action Plan. Draft #3. I am only awaiting a scaled down version of the Township Municipal Center and FIRE/EMS building schematic for completion in June 2024 for review and subsequent approval by the board. The document is confidential and not available to FOIA as it contains sensitive employee safety issues for building security.

I contacted Jim O'Brien from the Shumaker Website design company. I facilitated a meeting with Clerk Squires, Dep Clerk LeFevre and Admin Specialist Mary Ann Figley to work through some design and content issues so that we now are on a course to have Shumaker's design forwarded to their development team. This will usher in another couple of months of that phase. We reviewed a preliminary website construction work site at that meeting.

I have embarked on changing the old site into something more user friendly and somewhat front page oriented to relevant current interests of the day to day here at the Township. I have more plans, ideas and of course deleting many old documents that have not been addressed over the years. Keeping in mind that our new site is in build mode but is a few months off from possible launch.

I have been going over the Township 2023 Audit report from our Accountant to make sure that we are addressing issues that he found during our audit. This has entailed meeting with the Treasurer and the Clerk individually to see if their offices have addressed the stated items and of course working with both on the fixing of other commented items in the management letter of our audit so that we can approve and move to accept same and place on file accordingly at the May 14, 2024. As of this writing, we have accomplished this.

I worked with others in the Gerrish Township Hall and the compost vendor to get our compost site open early this year to accommodate resident and business needs from the early spring being experienced and to reduce the temptation of burning leaves against ordinance and of course prevent wildfires.

This month we received a general liability, property liability etc. renewal policy communication from our Agent Paul Olson of Municipal Underwriters. The Township has been using them for 39 years. There is an approximate 13% cost increase this year. The increases cited as "market conditions, social inflation, substantially increasing reinsurance costs, and increased lost costs. The grand total of our loss history for 2023-2024 year amongst all departments that they assisted in was \$36,778.65. Total new premium reflecting a 13% increase is \$51,872.00.

I have met with many citizens regarding a wide variety of Township issues from Sewer concerns, parks and recreation update from the Committee Chair, GFL issues about pick up etc. and various political questions regarding my viewpoints or intention to run for office.

I chaired the April work session and regular Township meeting as required to conduct the Township's business in a public meeting.

I additionally met with Department heads and employees to discuss what they need from my office and also to discuss relationships/expectations moving forward in my tenure for the future.

With all board members, I attended the RTA meeting, reviewed the new Material Management Program and heard a presentation for the County Controller reference the \$60,000.00 grant for the County to be the point of contact on the 3-year project due to the State of Michigan based on new statute. The only other choice was a Township in our County to step up to be that point of contact.

This month, I reviewed permit data and prepared the well drilling/Pump and Tank bids to be able to present to the board for action to alleviate a 6 month or longer project to provide healthy and safe water at the Hall for our employees and visitors.

I met with Clerk Squires to prepare the work session agenda this past month to ensure we have accurate, timely information for board members prior to the meeting. Discussed processes, agendas and their content that need to be available to the public accordingly at meetings moving forward. Clerk Squires was very cooperative and helpful getting me acclimated as well.

I met with Martell Forestry, Trustee Oppy and Chief Fisher regarding identifying trees for removal at future FD site and the inclusion of doing the already planned, yet not executed other area behind and adjacent to the Hall. We are many months away for any such execution of a plan.

This month, I met with GLUA representatives at their request to acclimate me to the sewer status to date and answer my questions and verify my understanding.

Additionally, I met with Dave Hall of GLUA to discuss what items could be deleted from our existing website and also my intent to point GLUA issues to their www.glua.org site as they are a separate entity.

I have begun analyzing internal day to day business processes to assure proper adherences to best practices regarding the ordering of product, credit card expense form practices, invoice processing, reimbursement requests and proper account coding to help assist in reducing error rates in bookkeeping on the expense/payable matters. My initial finding is that processes exist but have not

May 23, 2024

been followed appropriately by all employees of the general Township at all times.

I have been monitoring the communication of Jim Anderson, our private consultant that was hired in June of 2023 to bring our Township into a reconciliation that has not existed for 2 years now. The last communication just into the first week of May 2024 was that he believes he has it in order up to March 31, 2024. He has met with all principals at the Clerk and Treasurers to review the data found to be missing or inaccurate. Once this is completed, he will begin transitioning to a new template moving forward and will likely need to stay on for some time to make sure everyone has been trained accordingly.

I oversaw and posted on the Gerrish Township Facebook page to apprise our public of items of interest.

Lastly, I want to thank my fellow building employees and board members who were here to allow me to have my previously scheduled Cruise vacation with my kids and grandkids. Thanks all!

Respectfully given,

Supervisor Brian A. Hill

Supervisor Brian A. Hill

Cc/file.

May 23, 2024