

Memorandum

To: **Gerrish Township Board/Community**
cc: file
From: **Supervisor Hill**
Date: **9/10/2024**
Re: **Supervisor August Board Report**

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

I continue to spend time this month with meetings that at times take me out of the Township Hall from behind my desk. I want to advise all that I monitor my phone call messages on my cell phone that forwards same to my cell phone and I can handle those situations remotely.

When I am not managing the day-to-day functions of my office, I continue my diligence on auditing the money spent from the Township's past two-years of budgets regarding the expenses of the creation of the Gerrish Lyon Utility Authority to make sure that Gerrish Township has been appropriately reimbursed for the expenses from that time period. Also, I continue the digestion and summation of the assorted studies lauded by the various organizations involved to continue to assess the needs of Higgins Lake and compare that to a return on investment with the proposed Special Assessment District passed in September 2023. I hope to be able to work with the new board on a summated understanding, so everyone is up to speed and a position for Gerrish Township for the future.

I also wanted to update the public on my current reality here in the Township. Currently, we have come off a primary election that saw the sitting Lyon Township Board get unseated as of November 20, 2024, barring any significant turnaround in the general election and thus will have an effect on our board as we establish new relationships. Also, the Gerrish Township Board will see at least two members unseated. I have been asked about this board's intentions

and to this I want all to know that we are certainly in a basic lame duck environment which would make any immediate large decisions other than the day to day required to operate the Township unwise. The new seated board could have differing thoughts and opinions, and thus would not provide for an environment of solid governing regarding the future of things in the Township. I personally do not subscribe to lame duck politics and late in the game political decisions as I view them very unhealthy for an open and honest government approach. I am seeking a re-building of confidence and credibility in our board for the future so that citizens can have greater confidence about the due diligence of the board. This is not accomplished by impetuous decisions of an outgoing board make-up. This serves no one effectively in my opinion. I want to be ready to address all issues with clarity, confidence and transparency moving forward.

In August, we finished the work with Shumaker Group to move to a final review and go live date by October 1, 2024 for our new Township website. Once launched, we will endeavor to have a three-person deep system of folks trained and authorized to post things on behalf of the Township or to communicate with our vendor for continuity.

As a follow up to last month's notification, my office was notified by the Department of Environment, Great Lakes and Energy (EGLE) that they had inspected our compost site on June 13, 2024, and advised us to comply with a recently passed statute regarding Materials Management. Shortly after the notification, I was advised that perhaps we did not need to be classified in such a way due to the style of operation and things were put on hold per EGLE. After a few days went by, I was notified that indeed we did qualify to be required to seek a permit for our operations at the Compost site. I have since worked with Jim Ostling (Vendor who manages our site) with him providing the proper drawings and layout of our site and any technical questions regarding the materials on site management. The required on-line application was submitted and appears accepted by EGLE once the Township electronically submits the required \$750.00 permit to cover 5 years. I have briefed the board, provided them with the essential material and requested authorization for the \$750.00 as this is a new expense item. In future years, it will become operational and be

well within spending limits without board individual approval and budgeted appropriately.

As a follow-up to the IRS regulation regarding the Assessor and the sub-contract we hold with same, I have provided the board with the contract language and a secondary employee contract to satisfy the IRS regulation. The documents were reviewed by our sub-contracted Assessor, and we were advised that it satisfied her need as well. Our Township Attorney drafted the items, so it meets his legal review for the position the Township takes.

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

I am happy to report that Gerrish Township was prepared for a proper audit in the proper time limit window required this year, unlike last year. I have authored a management representation letter as asked by our auditor. In addition, this month, I met with Clerk Squires and have agreed to review the Township Accounts Payables prior to checks being authorized and produced beginning after Labor Day 2024. This will be a check and balance that should have been in place in the normal flow of business process at the Township, and I will temporarily collaborate with the Clerk in accomplishing this. When the new board takes office, I will be recommending a formal finance committee approach with two board members being appointed to fill the role.

As of this writing, Jordan Well Drilling has been on site and drilled the well as contracted, dropped the new pump, new tanks, re-wired the electrical to update same and provided water to the building accordingly. To finish this project up, I have contacted the CMDHD for a proper inspection post project as required and we have done the appropriate health tests for bacteria, nitrates and heavy metals as is recognized for a Type II well for a public building. On the downside, our new water with proper pressure caused the forty gallon (residential style) previous tank to rupture inside the tank causing no hot water and a leaking hot water tank due to the aging and undersized tank previously installed quite a while ago. The decaying in the tank was likely from pushing the old ick/ilk into same. In discussions with the Plumbing company, it was determined that due to the confines of the old mechanical room, installing a

larger tank would not be possible as it would block access to our furnace and filters for the FIRE/EMS side of the building. In consultation with the Township's Maintenance person and the FIRE/EMS Chief, it was decided the best system to accomplish our needs with space consideration would be installing a tankless hot water heater solution. We are in the process of pursuing this with a cost share split with FIRE/EMS. We had a temporary hot water heater brought in to make sure our building has a hot water heater while waiting for the tankless solution and installation.

I met with Clerk Squires to prepare the work session and regular meeting agenda this past month to ensure we have accurate, timely information for board members prior to the meeting and I posted these to the website for public consumption.

I continue my due diligence to work on the internal employee relationships. In August, I completed the update to the employee manual to include many of the new policies that I authored and have been passed by the Township Board for inclusion in the manual. In the month of September, I will begin preparing and distributing the manual on individual USB drives for each employee in the General Township Hall and subsequently also forward to the various Department Heads for them to distribute accordingly. The last manual update was in 2021.

I continue to oversee and post on the Gerrish Township Facebook page to apprise our public of items of interest and will continue to do so.

I met with the Parks And Recreation Committee Chair Susan Semack to clarify paperwork associated with the Gerrish Township Park improvement project to make sure that a proper motion was brought before the board accordingly to move ahead with the project. Additionally, I helped keep the project moving forward at the request of the Chair.

I volunteered at the ACT-NOW/GTPD Golf Outing where I staffed a "hole game" to assist the organization in their fundraising endeavor for money that stays right here in our community to fund various projects.

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I also met with RCRC Manager Roger Saxton and RCRC Foreman Dave Thompson, Chief Eric Muszynski and a citizen regarding an issue on Carmon Ave. We met to clarify the role of the Township in uncertified roadways. Additionally, the policy of the Road Commission regarding the cutting of trees on same.

I met this month with the Township's financial consultant Jim Anderson to discuss the progress of our Clerk And Treasurer's office and their accuracy and processes so far this year. Additionally, I asked for him to assist the Clerk's office with compiling the respective township expenses incurred on behalf of GLUA during the startup of the organization. As well, the grant activity and reimbursements for the sewer grant awarded by the Higgins Lake Foundation. He has provided same accordingly and as of this writing, we have met with all the organization principals to review our results and I am happy to advise that there were no anomalies in total accounting, however Gerrish Township had not been paid for its expenses yet and those are now on track to come into Gerrish Township's account receivables in the coming weeks. I want to thank the principals for their time and effort into resolving these Gerrish Township accounts receivable matters.

I chaired the required Public Hearing for the review and advancing of the budgets submitted by the Police/Fire/EMS for a September regular board meeting approval. The millage numbers will be the same as last year. Their budgets were clear, concise and very understandable for the public consumption.

Trustee Terry Newton and I met with Township Attorney Hess for the purposes of seeking counsel on a few issues facing the board that remain an attorney/client status at this time.

In closing as last month, I want to remind all in understanding how I manage my day at work. I am at work at 7:00 a.m. in the morning and will be here until 3:00 p.m. That being said, I am away from the office to attend meetings from time to time as they relate to the Township business. I frequently visit sites of trouble regarding trash pickups, new signs being requested at roads, sites of interest as they relate to our Township interests and legal concerns. My schedule is posted on my door. I tell you this as I know in the past, Supervisors

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have been in much less than I intend to be here, but I do operate off a schedule. I am happy to meet personally with folks, but I do appreciate a scheduled appointment so I can give my undivided attention to your concerns. Please call me at 989-821-9313 ext. 229.

Respectfully given,

Supervisor Brian A. Hill

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Cc/file