

ALPENA TOWNSHIP – BOARD OF TRUSTEES
BUDGET SESSION – March 5, 2018 – 9:00 a.m.
MINUTES

The Alpena Township Board of Trustees met in Budget Session on Monday, March 5, 2018 at 9:06 am at the Alpena Township Offices, 4385 US 23 North, Alpena, Michigan.

Present: Supervisor Nathan Skibbe
Clerk Karie K. Bleau
Treasurer Laura L. Ellery-Somers
Trustee Cash Kroll
Trustee Norm Poli

Absent: Trustee Nate Thomson
Trustee Matt Dunckel *arrived at 11:05 a.m.

Others present: None

Media Present: None

ADOPTION OF AGENDA:

A motion was made by Treasurer Ellery-Somers and supported by Trustee Poli to adopt the agenda with the following changes: Table Discussion with the Auditor. Motion carried by unanimous voice vote.

PUBLIC COMMENT:

None

OLD BUSINESS:

Creation of Public Safety Fund Accounts. Clerk Bleau advised the Board that the line items for the new Public Safety Fund have been created and the Board agreed to fund the new line items as proposed by Chief Robbins. Clerk Bleau suggested to the Board that a motion should be made directing the Clerk and Treasurer to create checking and savings accounts for the new fund. A motion was made by Trustee Poli and supported by Trustee Kroll to direct Clerk Bleau and Treasurer Ellery-Somers to open the new Public Safety Fund accounts at PNC Bank by March 9, 2018. Roll call vote was taken. Ayes: Trustee Poli, Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Supervisor Skibbe. Nays: none. Motion carried.

NEW BUSINESS:

BS&A Special Assessment Software. Treasurer Ellery-Somers advised the Board of the need to purchase the Special Assessment Software module from BS&A to track and reconcile the Special Assessment accounts. A motion was made by Treasurer Ellery-Somers and supported by Trustee Poli to purchase the Special Assessment Software from BS&A for \$5,630.00 from 2018/2019 fiscal year budget with a request to BS&A to divide the charge into 3 payments, with the cost to be shared between Water, Assessing and the Treasurer Departments and to approve the annual service fee of \$840.00. Roll call vote was taken. Ayes: Clerk Bleau, Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Supervisor Skibbe. Nays: none. Motion carried.

Tax payment distributions. Treasurer Ellery-Somers advised the Board that the Tax fund needs to be changed from a Revenue/Expenditure format to an Incoming/Outgoing format. BS&A will set up the files into an Incoming/Outgoing format and transfer the necessary data for \$500.00. Treasurer Ellery-Somers suggested that this expenditure be paid for in the 2018/2019 fiscal year budget. A motion was made by Treasurer Ellery-Somers and supported by Trustee Kroll to contract with BS&A to set up the Tax fund in an Incoming/Outgoing format and transfer the necessary data for \$500.00 with the expense to be paid in the 2018/2019 fiscal year budget. Roll call vote was taken. Ayes: Treasurer Ellery-Somers, Trustee Kroll, Trustee Poli, Clerk Bleau, Supervisor Skibbe. Nays: none. Motion carried.

BUDGET SESSION:

The Board discussed and agreed to fund some revenue line items and met with DPW Director Jerry Bleau to discuss his recommendations for the revenue and expenditure portions of the Water Fund line items. The Board agreed to fund all of the revenue and expenditure line items as proposed by Bleau.

Discussion was held regarding the line items that still need attention and agreed that it can be completed in the remaining scheduled budget session.

ADJOURNMENT:

A motion was made by Trustee Poli and supported by Trustee Kroll to adjourn the meeting. Meeting adjourned at 12:15 p.m.

Respectfully submitted:

Karie K. Bleau
Alpena Township Clerk