

**BALTIMORE TOWNSHIP MINUTES – REGULAR MEETING**  
**November 14, 2023**

PRESENT: Supervisor Chad VanSyckle, Treasurer Melissa VanSyckle, Clerk Penelope Ypma, Trustee Aaron VanSyckle, Trustee Jake Ypma. Incoming Clerk, Jana Bishop

Meeting called to order at 7:00 p.m. by Supervisor VanSyckle.

**Pledge of Allegiance** to the flag was recited.

**PUBLIC COMMENT:** Laura Randall asked for the exact amount owed to the township for those who are paying their special assessment early.

**MINUTES:** Without objection or correction, the Regular Meeting minutes on October 10, 2023, and the Special Meeting Minutes on November 6, 2023 were approved. Moved by J. Ypma, supported by A. VanSyckle. All ayes. Motion carried.

**TREASURER’S REPORT:** Report provided. No discussion. Approved as read.

**CLERK’S REPORT:** No report.

**APPROVE WARRANTS:** Moved C. VanSyckle, supported by J. Ypma, to approve payment for checks #13235-13261 in the amount of \$39,477.85. No discussion. All ayes. Motion carried.

**UNFINISHED BUSINESS:**

Cemetery Sexton: Moved by J. Ypma, supported by A. VanSyckle, to terminate employment with Josh Wickham immediately. Discussion took place. A letter was sent to Josh Wickham on November 7, 2023 (copy on file with township clerk). Josh Wickham was not present at this meeting. Roll Call Vote: All ayes. Motion carried.

Attorney Catherine Kauffman to prepare a letter to be sent to Wickham Cemetery Services to return the township cemetery maps and all records belonging to the township. Attorney Kauffman to address the cemetery lot sale funds not deposited to the township from Wickham – October 2022 (records on file with township clerk).

**NEW BUSINESS:**

Bank Account: Remove Jake Ypma and Penelope Ypma from the bank account, adding Jana Bishop and Gary Platte. Moved by P. Ypma, supported by M. VanSyckle. All ayes. Motion carried.

New Cemetery Sexton: 2 bids were presented. Moved by C. VanSyckle, supported by J. Ypma, to hire Lambert Cemetery Service in the amount of \$12,250. Roll Call Vote: All ayes. Motion carried.

Clerk will contact local funeral directors and monument companies with sexton change.

The board agreed that the township clerk will take over all lot sales.

Shawn Benner gave an update on the excavating work at Dowling Cemetery. Shawn presented a quote and brochure from Consumers Concrete for a retaining wall (\$100,000). The board agreed to continue with the original plan of a 3-tier lawn design (estimated size 178’x 132”).

BS&A Software Purchase: Incoming Clerk Jana Bishop presented to the board 2 quotes from BS&A. Cemetery on-line software - \$5,000. Cemetery and General Account on-line \$38,000. It was suggested that other cemetery software be researched. No action taken.

**COMMISSIONER’S REPORT** – Bruce Campbell was absent.

**LIMITED PUBLIC COMMENT:** Kelli Case reported that she will bring a solar farm ordinance to the township at the December 5, 2023 meeting for consideration.

**ADJOURNMENT**

Meeting adjourned at 8:00 p.m.

ATTESTED BY:

\_\_\_\_\_  
Chad VanSyckle, Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Penelope J. Ypma, Clerk

\_\_\_\_\_  
Date