

## BALTIMORE TOWNSHIP MINUTES – REGULAR MEETING

October 14, 2025

PRESENT: Supervisor Chad VanSyckle, Treasurer Kelli Case, Trustee Aaron VanSyckle, Clerk Jana Bishop, Trustee April Hard.

ABSENT: none

Meeting called to order at 7:01 p.m. by Supervisor VanSyckle.

Invocation led by J. Bishop.

Pledge of Allegiance to the flag was recited.

**PUBLIC COMMENT:** None

**MINUTES:** Without objection or correction, the Regular Meeting minutes of September 9, 2025 were submitted for approval. Moved by C. VanSyckle, supported by A. Hard. All ayes. Motion carried.

**PLANNING & ZONING:** Jeff Keesler, County Planning and Zoning Administrator, reported that they are moving forward on the new ordinances at the County level. There will be a planning commission meeting on Monday, October 27<sup>th</sup> at 7pm which will include a review of a couple of the ordinance articles. Chris Mennell provided an updated report on issues within Baltimore Twp and ensured all future reports will be accurate.

### TREASURER'S REPORT:

General Fund: Beginning Balance as of August 1, 2025	\$ 719,454.08
30 Checks/Debits:	\$ 47,227.87
6 Deposits/Credits:	\$ 9,756.43
Ending Balance as of September 1, 2025	\$ 681,982.64

### Money Market Accounts – September 30, 2025

	Interest	Total
12 month CD @ Consumers	\$385.57	\$115,931.56
12 month CD @ Lake Trust	\$176.05	\$ 56,349.13
Savings @ Consumers CU	\$ 15.93	\$ 64,629.40

### CLERK'S REPORT:

November 4<sup>th</sup> Election workers are in place and public accuracy testing is complete. Jana will be in the office 11/1/25 to assist any last min voters needing to get registered in Baltimore Township

Budget Adjustments: J. Bishop moved to increase the IT Subscription budget line (#101-268-777.000) by \$3,637.70 to cover BS&A moving Assessing to the cloud (\$3500) and MS Office for the clerk's computer (137.79). C. VanSyckle 2<sup>nd</sup> – All ayes

### Overall budget update

- Revenue Estimate \$545,600.00
- YTD Expenses \$258,299.35

Clerk Bishop will be on vacation 10/15-10/26 but will have computer and cell phone with her. Please contact her with any needs.

#### **SUPERVISOR'S REPORT:**

Baltimore Township hired Kelly "Marie" Bean as our assessor effective 10/1/2025. A resolution was put forth stating such by Clerk Bishop. Roll call vote: C. VanSyckle – yes, A. VanSyckle – yes, Case – yes, Hard – yes, Bishop – yes. Resolution passed

Property Insurance: C. VanSyckle is obtaining property insurance quotes – still waiting for more information

#### **MARIJUANA REPORT:**

A. VanSyckle reported that he is working with the attorney to update the marijuana ordinances.

**APPROVE WARRANTS:** Motion by C. VanSyckle, supported by J. Bishop to pay the bills as presented. All ayes. Motion passed.

#### **OLD BUSINESS:**

**Planning & Zoning:** K. Case to schedule the next work group meeting.

**Refuse:** Pick up for Grainger will begin on 10/20. Container will be stored in shed.

**Security Camera:** Still waiting for 2 companies to provide quotes.

**Assessing Cloud:** BS&A all modules will be down beginning 10/31 and will come back up 11/3. This is to update the assessing module

#### **NEW BUSINESS:**

**IT Support:** Discussed what we are being charged by VC3 for this service and A. VanSyckle proposed that effective 12/1/25 the township will discontinue with VC3 and hire Clark Technical Services to take over the IT needs of the township. Supported K. Case. All Ayes

**Website:** Clerk Bishop discussed Baltimores website needs some updating and will need to be ADA compliant by 1/1/27. She is working on getting quotes.

**Public Comment:** Discussion was if two public comment times were necessary. It was determined to keep it as it is, and to allow comment at the beginning of the meeting in case the board wishes to discuss it later in the meeting. An amendment would be needed to add items to the agenda.

**Email address update:** New email address for Trustee VanSyckle [Balttrustee1@mei.net](mailto:Balttrustee1@mei.net)

**Policy for Township Property:** Discussed the need for a policy to better track township property assigned to employees. Some discussion about why this is needed. J. Bishop made a motion that she would draft the policy for board approval, A. Hard supported. Roll call: A. VanSyckle – yes, C. VanSyckle – yes, A. Hard – yes, K. Case – yes and J. Bishop – yes. Motion passed

**COMMISSIONER'S REPORT:** B. Cambell presented September Commissioner – see attachment below


**PUBLIC COMMENT:**

None

**ADJOURNMENT**

Meeting adjourned at 8:11 p.m.

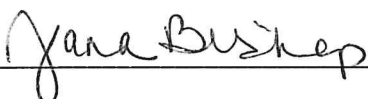
ATTESTED BY:

  
~~11-11-25~~

Chad VanSyckle, Supervisor

11-11-25

Date



Jana Bishop, Clerk

11-11-25

Date

# Attachment

## District 7 Commissioner Report-Bruce Campbell-September

Approval to accept \$10,000 from Two Seven Oh Inc., for the purpose of the Trap, neuter and Release program.

Approval, in accordance with the Airport Commission Joint Operating Agreement, of the airport commission's commitment of \$80,000 for the parallel taxiway expansion to 35 feet.

Approval of the following policies: #304- Cash Disbursement Policy, #305 Vendor & Tax Withholding Policy, and #702- Smoke and Vape Free Workplace.

Approval of the removal of the Deputy Administrator/Finance Director from the classification system, approval of a new job description, and approval of a pay range for the position for 2025 and 2026.

Adoption of Resolution #25-26 Opposing House of Representatives' FY26 Budget Cuts to County Revenue Sharing.

Approval of Updated Emergency Operations Plan.

Adoption of Resolution #25-23 Adopting the National Incident Management System in Barry County, Michigan.

Adoption of Emergency Management Resolution #25-27.

Approval to spend up to \$6,000 for repairs to Podunk Lake Dam structure.

Reminder that Commissioner meetings are now meeting on the Second and Fourth Tuesday of the month Beginning in Sept. This will be re-evaluated at the organizational meeting in January.