

**BALTIMORE TOWNSHIP MINUTES – REGULAR MEETING**

**September 10, 2024**

PRESENT: Supervisor Chad VanSyckle, Treasurer Melissa VanSyckle, Trustee Aaron VanSyckle, Trustee Jake Ypma, 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:** G. Willison discussed concern about road conditions.

**MINUTES:** Without objection or correction, the Regular Meeting minutes of August 13, 2024 were approved. Moved by J. Ypma, supported by M. VanSyckle. All ayes. Motion carried.

**TREASURER’S REPORT:**

General Fund: Beginning Balance as of August 1, 2024	\$ 614,531.12
Receipts:	\$ 76,324.90
Disbursement/Bills:	\$ 87,474.84
Ending Balance as of August 31, 2024	\$ 603,480.18

**Money Market – August 2024**

	Interest	Total
12 month CD @ Lake Trust	\$397.82	\$110,912.93
12 month CD @ Lake Trust	\$193.31	\$ 53,893.25
Savings @ Lake Trust	\$ 2.74	\$ 64,594.33

**File Drawer:** M. VanSyckle made a motion to spend \$120 for file drawer using marijuana funds. Supported by C. VanSyckle. All ayes. Motion passed.

M. VanSyckle made a motion to spend \$1,400 to purchase pre-postage paid envelopes. Supported by C. VanSyckle. All ayes. Motion passed.

J. Bishop motioned to spend \$130 for 11/21/24 tax training for the incoming Treasurer. Supported by J. Ypma. All ayes. Motion passed.

**Pay:** B. Altoft, the custodian, requested a pay increase. J. Ypma made a motion to increase her hourly rate \$2.00 to \$20.00. Supported by M. VanSyckle. Four ayes, one nay. Motion passed.

**CLERK’S REPORT:**

**Voting:** The reimbursement for early voting wages from the state totaled \$2,250. Public Accuracy testing to be help 9:00 AM on October 19, 2024. Early voting begins October 26 and runs through November 3. Election board meeting will be scheduled for 5:30 PM on October 8, before the next regular board meeting.

**BS&A:** The transition has been labor intensive but is nearly complete. The cost for Full Cash Receipting exceeds the benefits. The reports are an improvement from previous vendor.

**Cemetery:** J. Bishop thanked Country Chapel Church for painting the entrance and thanked C. VanSyckle for providing hog roast for the church. Have sold 21 lots in the new section.

**Pest Control Services:** We have an annual contract with Orkin for \$593.22. J. Bishop suggested we look for another vendor. C. VanSyckle will investigate.

**Audit:** The adjustments are being made. Because of the switch to BS&A, Rehmann suggested that a complete audit be held in 2025. J. Bishop made a motion to conduct a complete audit in 2025. Supported by J. Ypma. All ayes, motion passed.

**Direct Deposit:** Pricing for direct deposit is \$10/batch and \$0.25/check. Discussion about when to start. M. VanSyckle made a motion to move forward with direct deposit, supported by A. VanSyckle. All ayes. Motion passed.

J. Bishop made a motion to move funds from the General Fund to ARPA, if needed to balance. Supported by M. VanSyckle. All ayes. Motion passed

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

#### **OLD BUSINESS:**

**Planning & Zoning:** C. VanSyckle will research bringing the Planning & Zoning process back into the township.

**Clerk Pay:** C. VanSyckle found that the clerk salary for other Barry County townships runs from \$21,000 to \$41,000 with most being in the \$35,000 to \$36,000 range. Tabled until next month.

#### **NEW BUSINESS:**

None.

#### **COMMISSIONER'S REPORT**

None.

#### **PUBLIC COMMENT:**

C. VanSyckle discussed the county decision regarding the Middleville project.

K. Dull inquired about the township receiving vital records/death notices. Asked about the AV ballot process and if she could contact AV voters. J. Bishop to check with Bureau of Elections and get back with her.

S. Willison asked about the timing and expenditures of ARPA funds. Suggested that Baltimore Township possibly partner with other townships on Planning & Zoning.

A. Taggart discussed the process for running for office.

C. VanSyckle introduced the Lamberts, the new township sexton.

K. Dull clarified reasons for not accepting the township clerk position.

T. Wimer inquired about the treasurer and clerk pay.

J. Bishop discussed office hours.

J. Dull discussed the clerk pay.

**ADJOURNMENT**

Meeting adjourned at 8:19 p.m.

Attested By:

Chad VanSyckle  
Chad VanSyckle,  
Supervisor

10-8-2024  
Date

Jana Harding-Bishop  
Jana Bishop, Clerk

10-8-2024  
Date