

**Northfield Township Board Meeting
Minutes of Regular Meeting
Public Safety Building; 8350 Main Street
December 14, 2004**

In answer to a question from Wojtys, Manning explained that she has Board authorization to move money within categories, but other adjustments require Board approval. In answer to a question from Wojtys, Wilson explained that each fund (General, Fire, etc.) has its own contingency funds, and these are cash balances with the exception of Sewer.

Gordon said it appears that a large part of the budget goes to salaries, benefits, and debt payments. He said he does not have a problem with moving small amounts of money around, and he understands that insurance costs are going up, but the Township has to get a handle on this. Manning noted that health insurance is increasing 18%.

Gordon asked for a breakdown of salaries. Manning said that is included in the budget report being reviewed. Kurtinaitis questioned whether additional bids are being requested for insurance because if this is a not a fair price and the cost is being raised arbitrarily another company should be used. Manning said she can look into that.

Motion: Wilson moved, Manning supported, that the budget adjustments be approved as presented.
Motion carried 7—0 on a voice vote.

TRANSFERS AND LOAN

Wilson noted that these transfers will cover part of January since the Board will not have a second meeting in December.

► **Motion:** Wilson moved, Manning supported, to approve the following Loan and Transfers:

To Clearing Funds:	From:	Amount:
General	MIF	\$100,000.00
Building Fund	MIF	\$ 11,000.00
Law Enforcement Fund	MIF	\$ 80,000.00
Fire Fund	MIF	\$ 40,000.00
Medical Rescue Fund	MIF	\$ 35,000.00
Wastewater Treatment	MIF	\$140,000.00
District #5—Seven Mile Sw	MIF	\$ 3,000.00

Loan to:	To:	Amount:
Building Fund	Sewer	\$ 9,000.00

Wojtys said from the meeting held with the auditor today it looks like some of these funds have surpluses and he questioned whether transfers from the General Fund are needed. Wilson explained that most of the funds do not get tax dollars until the end of December or beginning of January, so they have to borrow, mostly from the Sewer Fund, which has the cash. She added that this is all paid back with interest, which is why she tries to limit the loans. She added that the transfers from the investment fund (MIF) are simply transfers from savings to checking (clearing funds) because the checking accounts do not have sufficient balances to pay the bills due before January. She said the bulk of the cash in each fund is kept in the investment funds to get more interest.

In answer to a question from Lupi, Wilson said the loan to the Building Fund may not be needed, but she included it because there is an entire month before the next opportunity for the Board to approve funding.

Motion carried 7—0 on a voice vote.

Manning questioned whether a motion for approval to pay additional bills is needed due to there not being a second Board meeting this month. In answer to a question from Gordon, Manning said she cannot list which bills these might be, but the Board will still get a list of whatever is paid.

► **Motion:** Gordon moved, Wilson supported, that bills be paid as needed provided a listing is given to the Board in January.
Motion carried 7—0 on a voice vote.

CALL TO THE PUBLIC

County Planning Agency. Gordon noted that the County is calling for interested parties to apply to serve on the County Planning Commission. He suggested that this be posted on the Township website to make people aware of this.

Auditor Recommendation. Wojtys reported that the auditors recommended today that a trial balance report be prepared for the six month period ending 12/31/04, but they noted that this would probably require an additional 10 hours of accounting time and 3-4 hours of auditing time. He said he would like to pursue Board consideration of this. Manning said she does not know what the auditor's hourly rate would be; Wilson noted this would not be done until January anyway. Lupi said from the auditor's comments it appears that there are major procedural issues which the Board is not catching, and although it could wait until January, if the Board approves it now, the work could begin before the next Board meeting.

Wojtys said the most important thing for Board members to understand is the fiscal situation of the Township, and if the auditors are recommending this he would have a hard time not approving it. Gordon suggested that someone find out if the recommended accountant is available and what the auditor's fee would be. Wojtys estimated this at about \$800 total.

► **Motion:** Wojtys moved, Gordon supported, that up to \$1,000 be approved to produce a trial balance report for the six month period ending December 31, 2004.

In answer to a question from Lupi, Wojtys said the auditors indicated that they could have the report to the Board in January.

Motion carried 7—0 on a voice vote.

Appointments to County Boards. Ken Dignan, 9210 Hillcrest, said from his experience it will be very difficult to get Northfield Township residents appointed to County Boards because this is essentially decided in advance and is weighted toward people in Ann Arbor. Gordon said it is his experience that there is always more work than Board members can handle, so when someone shows up to offer help they often end up in appointed positions.

Appointments to Township Boards. Lenore Zelenock said it is the duty and the right of the Supervisor to make