**C**LAYBANKS TOWNSHIP

October 9th, 2023

**MEETING MINUTES**

The regular meeting of Claybanks Township was called to order at 7:30 p.m. by Supervisor Lombard with the Pledge of Allegiance. Members present: Dan Lombard, David Rabe, Peter Shlagor and Cheryl Rabe. Members **absent**: Alice Holsomback.

1. **Agenda Additions**: Brickley DeLong 2025 Audit Proposal, BSA Software Proposal

**Minutes**

1. **Approval of September 11th 2023 Regular Meeting Minutes:** Peter pointed out that there were some corrections to be made to September’s minutes. Under public comment in regard to the Grant Fire Department, it should read: Chief Dan Yost from the Grant Fire Department…. Also, he said that under the Park report, in regard to the composite materials it should read: the composite materials were not working well for the character for the observation deck expansion. David Rabe moved, supported by Peter Shlagor to approve the September minutes with the corrections mentioned. Voice vote, motion carried.

**Accounts Payable**

1. **Approve October Payables:**  David Rabe moved, supported by Cheryl Rabe to approve the October General Fund payables in the amount of $12,682.97 and the October Park Fund payables in the amount of $13,494.64. David Rabe-yes; Peter Shlagor-yes; Cheryl Rabe-yes; Dan Lombard-yes. Motion carried.

**Correspondence -**  Shelby Library newsletter and the Townships magazine from MTA.

**Public Comment -**  A resident inquired if there was to be an information meeting held in regard to the construction of the new town hall. Dan Lombard said that as of now we are waiting on two more bids to come in, then a decision will be made. The question was asked if any bids had been received, and Dan informed the attendees that yes, two bids had been received, but they were much too high. The question was also asked why the County Road Commission did not put up detour signs when they were working on 36th Avenue. Motorists not from the area were confused by the road closure and did not know where to go. Dan said he did not know why signs were not put up.

**Reports**

1. **Financial** – General Fund Operating- $261,307.05; Fire Fund-$99,816.55; Road Fund - $105,618.37; Cemetery Fund (Flower Creek and Pine Grove)- $4,764.56; ARPA - $81,548.84; Park Fund - $181,122.38 and Tax Account- $42,235.58.
2. **Zoning** – Assessor/Zoning Administrator Sara Bizon said for the month of August she had approved 13 zoning permits and for September she had approved 8. She has done about 20% of her inspections to date.
3. **Planning Commission** – Chair Art Grumm said there will be a planning commission meeting Tuesday, Oct. 10, 2023 at 7 p.m. The agenda may include short term rentals and they may possibly address a blight ordinance again.
4. **Clerk** – Township Clerk was absent, no report given.
5. **Cemetery** – Art Grumm said the cemetery commission met at Flower Creek Cemetery to look over expansion options. There is room to expand to the north with cooperation from the current land owner. However, after looking the property over, it slopes too much, making it not conducive for grave placement. The only direction the cemetery could be expanded would be to the south and that option is not available. The only option would be to expand Pine Grove Cemetery if possible, but it was felt that at this time, there are plenty of available grave sites between the two cemeteries.
6. **Park** – Peter Shlagor said the refurbishing and expansion of the overlook deck is continuing with approximately three-quarters of the deck done.

**Unfinished Business** – None

**New Business**

1. **Brickley DeLong Audit Presentation** – Melissa Kindinger from Brickley DeLong CPAs gave a presentation on the FY 2022 Financial Audit for the township. There were a few minor weaknesses and one major item to be corrected, but overall the audit went well and the township is solvent. The formal letters and printed audit were distributed to the board members for their review.
2. **KCI Printing Quote** – Treasurer Cheryl Rabe presented a quote from KCI Printing for the 2023 winter tax bills. The total cost is approximately $1495.00 with postage of $505.00 to be paid up front. Peter Shlagor moved, supported by David Rabe to approve the KCI quote for winter tax bills in the amount of $1495.00 and to send the pre-postage check in the amount of $505.00. David Rabe-yes; Peter Shlagor-yes; Cheryl Rabe-yes; Dan Lombard-yes. Motion carried.
3. **Brickley DeLong 2025 Audit Proposal** – The proposal received for handling the township’s 2025 audit as well as the 2024/2025 filing of the F-65 financial form to the State was reviewed by the board. David Rabe moved, supported by Peter Shlagor to approve the Brickley DeLong audit proposal in the amount of $10,355. Peter Shlagor-yes; Cheryl Rabe-yes; David Rabe-yes; Dan Lombard-yes. Motion carried.
4. **BS&A Software Proposal** – Treasurer Cheryl Rabe presented the board with a proposal from BS&A Software. She explained the reason behind requesting the quote was that with both the tax program and the assessing program being a BS&A product, it would make more sense to acquire the financial modules of general ledger and accounts payable as well as the payroll module so that all the software was the same. This recommendation was also mentioned by the auditors as the current QuickBook software is not conducive to government financials. The converting over to BS&A would allow the township records to be stored on the “cloud” rather than on thumb-drives and local laptops and it would allow for the assessor and the treasurer to update the tax database more readily. Sara Bizon, as well as Brickley Delong’s Melissa Kindinger, vouched for the feasibility of making the transition. This transition would also get the township’s financials ready for the State’s implementation of the Uniform Chart of Accounts and actually make reporting easier. The proposal covered the upgrade of the current assessing and tax modules to the cloud, plus adding new products for general ledger, accounts payable and payroll. Also included will be upgrade implementation, new modules implementation and training, conversion of current QuickBooks data to BS&A, database set up, and project management and planning. Total cost, not including annual service fees will be around $36,500. Hosting fees of $900 and travel expenses of approximately $3,630 will be additional fees. A payment schedule allows for periodic payments so it will be not a lump sum payment. The annual service fee will be about $10,970. Cheryl Rabe informed board members that QuickBooks charges a fee every month for processing checks from both general fund and park funk as well as fees for any upgrades QuickBooks makes. Peter Shlagor moved, supported by David Rabe to accept the BS&A proposal to begin software transition from QuickBooks to BS&A. Peter Shlagor-yes; David Rabe-yes; Cheryl Rabe-yes; Dan Lombard-yes. Motion carried.

**Supervisor Comments**

The regular board meeting will be Monday, November 13, @ 7:30 p.m., a planning commission meeting will be Tuesday, October 10, 2023 at 7:00 p.m. and the Board of Review will meet December 12th at 7:00 p.m.

**Adjournment** – 8:20 p.m.

Respectfully submitted,

Cheryl Rabe

Township Treasurer