

FINANCE COMMITTEE*
ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN
MINUTES FOR, APRIL 27, 2020, RESCHEDULED REGULAR COMMITTEE MEETING
1:00PM @ SJT GOVERNMENTAL CENTER
Virtual Meeting via Telephonic Conference Call
Due to the Coronavirus Pandemic

AGENDA ITEM

Attending: Supervisor McNamara, Clerk Gillespie, Treasurer McDonough. Approved notes of January 27, 2020 Meeting. There was no March meeting because of Coronavirus Pandemic.

MONTHLY FINANCE REPORT Supervisor will finalize monthly report and send out to board. Treasurer to monitor state to keep up to date on status of revenue sharing. Clerk to prepare monthly Pontem reports and distribute to the board before the May 6, 2020 meeting.

Sewer Billing McDonough reported that customers continue to be pay sewer fees in a timely manner. Committee consensus is to waive late fees until September 1, 2020 on payments for customers who need extra time for payment during the Coronavirus Pandemic.

Covid-19 and Impact on Treasurer / Clerk Treasurer working on a plan to allow ePayment of summer taxes, likely in the same manner as Charlevoix County; she will report back to committee. Committee decided to purchase a secure township mail box to be mounted on outside of Governmental Center for drop-off of tax check, election materials and other township documents. Clerk reported she is prepared for May 6th election and will be following State guidelines for safety.

Schedule of Wages Group reviewed the 2019-2020 schedule of wages and gave McNamara guidance on adjustments to salary ranges by up to 10% in keeping with public recommendation for board salaries at the Annual Meeting in March. Group review municipal marina staffing guidelines for 2020 recognizing that actual staffing needs will be determined by allowable levels of operation.

Work schedule for gardens, campgrounds, other summer McNamara to contact 2019 gardener, Heidi Vigil, to have her get to work as soon as possible. Assuming the campground will operate pretty much the same as 2019 until construction project can begin – McNamara to check with Bob Marsh to see if he will monitor again this year. Also, McNamara to contact Marsh about public restroom cleaning again this year recognizing that the need for very complete cleaning and disinfection will be essential.

OTHER ITEMS AS MAY COME BEFORE THE COMMITTEE: Clerk to research cost of Verizon phone service for board members for email and texts associated with township business. Clerk and Supervisor to meet to input end of fiscal year budget adjustments.

Next Meeting Date: Should be May 25, but that is Memorial Day, so meeting date is May 18

*Finance Committee established by Township Board on 12.7.2016 with following board members appointed: Supervisor, Treasurer and Clerk.