



Beaver Island  
Michigan

# Supervisor's Lens

Notes from St James Township Supervisor Joe Moore

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*"I will use this format once a month to keep board members updated on my work."*

## Lots of Learning 2

With the assignment of Joe Moore to the role of Supervisor, there is a great deal of learning to accomplish by one individual. Kitty McNamara and Cynthia Pryor have been quite helpful, and both still have lots of knowledge that I need to learn. I think that the Clerk and Treasurer have been very helpful in greeting me and helping me gain some of the financial information necessary to do this job. Our first financial committee meeting was very helpful in the understanding of the different bank accounts, their purpose, and the current status of the budget. Cynthia Pryor has been an amazing help in getting me up to speed and providing background information.

## COVID Plan

I authorized the purchase of 4 COVID test kits for the Governmental Center. They will be kept in the supervisor's office. The Abbott Binax NOW test kit is a rapid antigen test to provide those working the office the opportunity to get results in 15 minutes if they become aware of an exposure in the building or elsewhere. The tests, all but one, have all been used, so an additional order will be placed for additional tests when they become available. Unfortunately, the tests are quite difficult to obtain, so I ordered some on my personal credit card for the office, and hope to have them here shortly. There is just one test left in the office, and that one is reserved.

## A Shout Out to Kitty 2

A visit from Kitty was welcome this past Tuesday with lots of topics discussed and her knowledge is invaluable. A meeting with Julie, Kitty, and I will take place in the near future to learn some of the issues, needs, etc. for the budget for the coming year. Kitty is still working to get some grants completed, one needed extension, and other help is greatly appreciated.



## Administrative Assistant Position

Cynthia Pryor is continuing her Deputy Supervisor position with gusto, and she is working on her Administrative Assistant position at the Governmental Center. Shelby Harris, will continue on as the Invasive Species coordinator, and as the planning assistant. She will be beginning her planning position in mid-January.

As previously approved by the Board, the total hours for each is 520 over the course of the year for a total of 1040 hours of work for these two positions at the rate of \$22.00 per hour.

### **Back-up of Files**

It has become apparent that the computers in the Governmental Center, even though they have back-up external hard drives, might be in danger of losing data, since the majority of work is done on these computers. I recommend the purchase of a back-up device that has the ability to provide a back-up of all materials from these computers. The device information has been emailed to all board members, and I would recommend its purchase and installation on the network as soon as possible. The device would be able to be placed in the conference area and be placed on the network. All files could then be placed on this device for a permanent back-up of the thousands of files on each computer.

### **COVID Plan for St. James Township**

A great deal of work has gone into the rewriting of the COVID Plan for the township to fill the void of the end of the Governor's Executive Order in 2021. It is still essential that there is a plan in place for those exposed to COVID, for their protection as well as the rest of the township officials. I would like us to review this plan, emailed to everyone, and consider changes and get this plan approved as soon as possible, so there will be a reference should the need arise to enforce the policy due to exposures or illnesses.



### **Need New Committee/Commission Members**

The BI Airport Commission member must be a township board member, and Julie Gillespie will be taking this position. As of the writing of this, there has been no BIAC meeting scheduled for 2022. I will continue as the second township board member on this commission, and my expiration will be in October 2022. We chose another board member, Vicky Fingeroot to sit on the Waste Management Committee.

We appointed a board member to the BITAC position since it needs to be a board member, Julie Gillespie.

### **Contact information**

**The office contact information is the same, but my cell number is 675-5193, and my home number is 448-2416. The office hours will continue to be the same on Tuesday and Wednesday from 10 a.m. to 2 p.m.**

### **New Printer**

The new printer is installed at the Governmental Center, and it is working. It is on the network, making it available to all on the St. James Township network.

### **Hired New Cleaning Person**

We hired Mary Palmer as the cleaning person for the Governmental Center and the Township Hall.

### **Information from Authorities, Commissions, Committees, and other groups**

In this information age, it is very frustrating to not have the information necessary to complete a job. I would think that any group receiving money from our township should be required to provide meeting minutes in a timely manner, copies of their financial documents, etc. to this township, so that any decision necessary are to be based upon knowledge and not just done without prior knowledge and prior information.

Even though the township may have a representative on these authorities, commissions, committees, etc., the packet of information from these meetings should be made available to the township board members wanting to be aware of what is going on. I would think that at least the township supervisor should receive a copy of previous meeting minutes, financial documents, etc. within the requirements of the FOIA rules, and that this information should be in the PDF format, unless the group is requesting information about changes, then it should be in WORD program format. Even DRAFT documents can be PDF's, so let's get the groups to begin doing this by the first of February 2022.

### **Credit Card for Joe**

Since credit cards for the township are related to the SS number of the individual, it is recommended that Joe get a credit card for township business with a maximum of \$5000.00. This was approved at the finance committee meeting on 1/5/2022.

### **Re-appointment to the Airport Commission**

St. James needs to re-appoint John Martin to the BIAC.

### **Storage at the Marina North Building**

Paul will be making a report on this and some requests as well.

### **Dark Sky Project Visitor**

Paul will describe this visit, and suggest the expenses be covered by the township(s).

### **Charlevoix County Sheriff's Department Request**

An email to check on the DNR building for use by visiting deputy was requested from the county. This needs some discussion. It should be included as part of our contribution for the cost of the second deputy.

### **Closed Session Needed regarding the BIAC issue.**

Waiting for a return phone call from the attorney for St. James Township regarding the issue at the Township Airport. This will require a closed session, so it is placed at the end of the meeting on the agenda. We will have to return to open session and report/vote on the issue.

