

FINANCE COMMITTEE*
ST JAMES TOWNSHIP, BEAVER ISLAND, CHARLEVOIX COUNTY, MICHIGAN
 MINUTES OF JANUARY 22, 2018, REGULAR COMMITTEE MEETING
 10:00AM @ SJT GOVERNMENTAL CENTER

AGENDA ITEM

Attending: McNamara, Belfy, McDonough. Approved minutes of the December 18, 2017 Meeting

Reviewed Tasks from Last Meeting: McNamara still needs to confirm county obligation for space at governmental center for Deputy Office and Transit Office. McDonough contacted State of Michigan to have state payments deposited in general fund account rather than municipal dock fund. Belfy reported that she has researched outsourcing of payroll.

Monthly Finance Report: Supervisor will draft and forward to treasurer and clerk for input prior to next board meeting.

EMS Millage Levy Error: McNamara reported that there was an error on the EMS millage levy; BIESA board approved and requested the 2.7 mills be levied and that is what Peaine Township levied. St James mistakenly levied a total of 2.5. To remedy the situation, the St James township board will be asked to make up the difference of .2 mills or \$9,393.14 from its general fund.

2018-19 Budget Planning: McNamara reported that she has a first draft of the dock and sewer funds completed and is making progress on the general fund and street & road fund. McNamara will set up meetings with identified board members to review drafts. It is expected that the first drafts of budgets will be presented at the February 7th regular board meeting.

2018-19 Salary Authorization Resolution: State law authorizes the township board to determine the salaries for the offices of supervisor, clerk, treasurer, and trustee for fiscal year 2018-2019 by adopting a resolution for each office at least 30 days prior to the township annual meeting of the electors. The committee discussed current compensation and determined that the compensation should at least be equal to that of Peaine Township. Further research will be done and resolutions will be presented at the February 7th regular board meeting.

Annual Meeting Date: Committee to recommend that board set Saturday, March 24, 2-18 as its Annual Meeting Date.

Sewer Billing: McDonough to complete sewer billing for February.

Tax Documents: Belfy is completing payroll tax documents

Next Meeting Date: Friday, March 2, 2018 @ 10am

TASK	SUPERVISOR	CLERK	TREASURER
Draft 2018-19 Salary Authorization Resolution	X		

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