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**MIDDLEBURY TOWNSHIP  
SPECIAL MEETING BOARD  
July 24, 2024 5:30 PM**

**REGULAR BOARD MEETING: 5:30**

Roll Call: G. Atwood (Absent) J. Aldrich \_\_\_\_\_ G. Ruess \_\_\_\_\_ J. Ruess \_\_\_\_\_ J. Swan \_\_\_\_\_

**Public Comments: Time Opened 5:31pm Time Closed 5:31pm**

**Motion to Approve Agenda:** Change section b. to 14 fix miss spelling of manager in items one and two strike the motion to approve meeting minutes.

**Business:**

1.) Temporary Office Manager Duties & Responsibilities

Supervisor swan read the 2021 office manager position. J. Ruess spoke about adding cleaning, ordering supplies. J. Swan spoke about adding posted office hours. J. Ruess spoke about adding picking up mail as a duty. J. Swan spoke about this position also being responsible to maintain the website. J. Aldrich spoke about importance of consistency in hours posted for public.

2.) Deputy Treasurer

J. Ruess spoke to applicants about what she is expecting from the deputy. Spoke about cross training the office manager and deputy treasurer to both handle the cemetery.

Both candidates spoke about their background.

Board spoke about pay staying at \$20.00 for the deputy treasurer and the office manager. Changing position name to part time rather than temporary.

J. Swan spoke about making sure that you keep track of mileage.

J. Ruess asked about getting the office manager a computer and supplies. Jeff will research computers and send a link for the clerk to order and have shipped to him.

Jill Ruess made a motion to authorize supervisor to purchase laptop, Microsoft package and supplies for office manager position. Not to exceed \$2,000.00 G. Ruess second the motion.

Roll call vote. G. Atwood absent J. Aldrich Yes J. Ruess Yes J. Swan Yes G. Ruess Yes  
Motion Carried

Jill offered to Deputy Treasurer position to Carrie Meisel.

Jill made a motion to hire Jody Medina as part time office manager. G. Ruess Second the motion.

G. Atwood absent J. Aldrich Yes J. Ruess Yes J. Swan Yes G. Ruess Yes  
Motion Carried

### 3. 2024 Audit

- a. Suralink login: [clerk@middleburytownship.com](mailto:clerk@middleburytownship.com) password: Middlebury@123
- b. 14 sections:
  - i. SAS and Walkthroughs
  - ii. Miscellaneous Documents
  - iii. General Information
  - iv. Permanent File
  - v. Cash & Investments
  - vi. Accounts Receivable
  - vii. Other Current Assets
  - viii. Fixed Assets
  - ix. Accounts Payable
  - x. Payroll and related liabilities
  - xi. Other Related liabilities
  - xii. Debt
  - xiii. Equity
  - xiv. Income and Expenses
- c. Clerk is asking for help from Supervisor and Treasurer to complete sections above for the 2024 audit.

J. Swan discussed that the audit is 100% the clerks responsibility and not a township responsibility, no help will be given from the board for the audit. Suggests that the clerk call other township clerks for assistance/answers to questions.

**Final Comments: Time Opened 6:44 Time Closed 6:44**

**Adjourn 6:44PM**