

HOMESTEAD TOWNSHIP BOARD
SPECIAL MEETING
January 22, 2025
Final Minutes

Call to Order: Supervisor Cooley called the meeting to order at 6:00 pm.

Pledge of Allegiance was recited.

Present by Roll Call: Tia Cooley, Beverly Holbrook, Mike Mead, Shannon Purchase & Kit Wilson.

Agenda: Motion by Cooley, support by Holbrook to accept the agenda as presented.

Public Comment: None

Agenda:

New Business:

Policy for Personnel Administration: Items 5.3 & 5.4 were discussed. No changes were deemed necessary. Item 5.18 regarding time cards was amended to include a statement regarding third party verification.

Cooley made a motion to accept the policy as amended, seconded by Holbrook. All Ayes, no nays, motion carried.

Policy for Accounts Payable: Authorized person was set in section 4.41 and 4.42. Claim reports due date was set. 4.43 was amended and the supervisor is deemed the authorized official in item 4. Second paragraph under 4.46 was removed.

4.47 time frame was set. The authorized official under 4.51 was set. The Township will not establish separate imprest accounts. Cooley moved and Holbrook supported to adopt this policy as amended. All ayes, no nays, motion carried.

Policy for Accounts Receivable: The authorized person was set for each category. The time basis for each section was set as monthly. Language regarding 4.40 payments types was amended. Cooley made a motion to accept the policy as revised. Purchase seconded the motion. All Ayes, no nays, motion carried.

Procedure for Administering Land Division: Verbiage was added as to the disbursement of the non-refundable fee was added as was the internal notification process.

Cooley made a motion to accept the procedures as amended. Purchase seconded the motion. All ayes, no nays, motion carried.

Administrative Change Request: Motion was made by Holbrook to add Holbrook and her deputy, Cathy Brown as enterprise administrators to the BS&A software application. Cooley seconded the motion. All ayes, no nays, motion carried.

Establishing a Bank Accrual Account: Motion was made by Purchase to open an escrow account for specific funds. Wilson seconded the motion. Roll call vote:

Purchase, yes; Wilson, yes; Cooley, yes; Holbrook, yes; Mead, yes. Motion carried

New Hire of Medical and Ground Support Personnel: Fire Chief Markey requested that the board approve the hire of Abigail Newsom as mobile medical response and ground support. Discussion ensued. Cooley moved and Holbrook supported to approve the hire. 4 ayes, 1 nay, motion carried.

Public Comment: None

Motion by Cooley, Support by Purchase to adjourn meeting at 6:45 pm.

Final Minutes as approved at the regular meeting of the Homestead Township Board on February 12, 2025.