

WINDSOR CHARTER TOWNSHIP  
**Special Meeting of the Board of Trustees - Tuesday, May 7, 2013**  
TOWNSHIP MEETING ROOM, 300 W. Jefferson, Dimondale, MI – 7:00 P.M.

Amended Minutes

CALL TO ORDER by Supervisor Butler with the Pledge of Allegiance. Present: Butler, Dailey, Keefe-Lewis (ARRIVED AT 7:15 PM), Braman, Blair, and Myers. ABSENT: MARSH

The Special Meeting was called for the purpose of reconciling the financial records of the township from November 20, 2012 through March 31, 2013 not covered last month, as well as April 2013 transactions.

Supervisor Butler began by questioning two individual checks that were written to Kylie Stahl. The issue was resolved with an explanation and details from Treasurer Dailey.

The General Fund Reports from the past several board meetings were reviewed again with a discussion on revising the document so that more details about each individual check issued is presented. For example, additional columns might be a solution so that voided checks are noted and possibly cross referenced. There was still no explanation as to why six checks in April from the General Fund were voided.

Supervisor Butler requested that copies of every invoice arriving and issued check going out are stapled together for quick reference.

A quick note that the Treasurer's Report for the month of April was completed. The Treasurer's records match the Clerk's records and the final report will be available on May 14<sup>th</sup> for approval.

Supervisor Butler will be contacting auditors from the Cardinal Office of the Lally Group to update them on the conditions of township records and to ask for an extension in the annual audit.

Clerk Keefe-Lewis distributed to the board documents listing January through December 2012 expenses according to the chart of accounts. Keefe-Lewis also distributed expense totals according to the chart of accounts for January through April 2013. Since the 2013 expenses were tallied through the Pontem Software, all chart of account numbers in accounts payable and the payroll system will be crosschecked so that they populate correctly in the Pontem general ledger.

**Myers moved / Braman seconded, to approve the resignation of Marceal Dailey as treasurer, and the appointments of Jane Kandler as treasurer and Marceal Dailey as deputy treasurer. Carried unanimously.** Jane Kandler was sworn in as treasurer and Marceal Dailey was sworn in as deputy treasurer

Public comments. Jaye Bergamini spoke about the Records Retention Program and that it was illegal to destroy township records. Jackie Wood spoke about keeping postings up-to-date and cleaning up the township office door.

**ADJOURNMENT. Myers moved / Blair seconded to adjourn the meeting at 8:30 p.m. Carried unanimously.**

Linda Keefe-Lewis, Clerk

SUPERVISOR:

DATE APPROVED:

CLERK: