

LEE TOWNSHIP RESIDENTS

-LEE TOWNSHIP BOARD OF TRUSTEES-

TRUSTEE	TREASURER	SUPERVISOR	CLERK	TRUSTEE
<p><u>PLANNING COMMITTEE</u></p> <p>CHAIR</p> <p>VICE CHAIR</p> <p>SECRETARY</p> <p>MEMBERS</p>	<p><u>OTHER</u></p> <p>ZONING ADMIN</p> <p>CODE ENFORCEMENT OFFICER</p> <p>LIQUOR ENFORCEMENT OFFICER</p>	<p><u>DPW</u></p> <p>FOREMAN</p> <p>ASSISTANT</p>	<p><u>CEMETERY</u></p> <p>SEXTON</p> <p>ADMIN</p>	<p><u>GRANT COMMITTEE</u></p> <p>CHAIR</p> <p>SECRETARY</p> <p>MEMBERS</p>
<p><i>WE ARE A GENERAL LAW TOWNSHIP & WE WORK FOR THE RESIDENTS!</i></p>				
<p><u>FIRE DEPARTMENT</u></p> <p>CHIEF</p> <p>ASSISTANT CHIEF</p> <p>CAPTAIN</p> <p>LIEUTENANT</p> <p>SECRETARY</p> <p>PAID ON CALL-FIREFIGHTERS & EMS</p>				

Officials, Boards and Commissions: We use policies, guidelines, ordinances, and resolutions along with guidance from MTA, and our lawful FIDUCIARY responsibilities.

Board members are no different from any of our committees or divisions of our township. We cannot just create expenditures without approvals. We must adhere to our GAA and our Fiscal Budget once approved each year. We have very specific responsibilities. Our decisions are made in public. It takes cooperation and compromise (between all members) is essential to being a successful township government.

Some of the many duties and responsibilities:

- Posted Dates of all Meetings (required by the Open Meetings Act)
- Posted Dates of Special Meetings, Public Meetings or Trainings (including print, social media and/or newsprint)
- Checks & Balanced Accounting Principles-including GAA & Budget
- All commissions/divisions shall have reports ready for Board packets the Thursday prior to the board meeting. Review the Agenda and packet prior to the meeting (be prepared)
- All board, commission or division will follow purchasing guidelines, procedures, and bid processes with approval from the Board, including any charge accounts, petty cash, expense reimbursements, and expenditures whether included in the approved budget or GAA.
- All Commissions/divisions shall communicate with the board prior to meetings, with said motions and approvals when needed from the board meeting. Board members are available by phone, email, text, fax etc. Communication is key to success.
- All contracts/official documents shall be kept in the Hall. The clerk is the keeper of Township contracts and official documents, but the committee/division are responsible for filing and organization of committee/division documents. The clerk shall receive a copy of all the minutes. Web Admin will post to the website all meeting dates and minutes. Contracts and agreements must be approved by the Board, as well as the Supervisor and/or Clerk are the

officials who will sign for the township all contracts, agreements, and official required documents.

Statutory Duties: (per MTA Authorities & Responsibilities)

Supervisor: Moderates board and annual meetings; chief assessing officer; may serve as assessor (if certified); secretary to board of review; township legal agent; maintain records of supervisor office; responsible for tax allocation board budget (if applicable); develops township budget; appoints some board and commission/division members; may call special meetings; may appoint a deputy.

Treasurer: Collects real and personal property taxes; keeps an account of township receipts (revenues) and expenditures; prepares some financial reports; issues township checks; receives and deposits all township revenues and payments in approved depositories; invests township funds in approved investment vehicles; maintains records of treasurer’s office; collects delinquent personal property tax,; responsible for jeopardy assessments in collecting personal property tax; collects mobile home specific tax; must appoint a deputy; must post a surety bond; prepares monthly financial reports for board and residents for meeting.

Clerk: Maintains custody of all township records not assigned by law to another office; maintains general ledger; prepares warrants for township checks; records and maintains township meeting minutes; keeps the township book of oaths; responsible for special meeting notices; publishes board meeting minutes (if taxable value is \$90 million in 2020, annually indexed, or a charter township); keeps voter registration file and administers election functions; keeps township ordinance book; prepares some financial statements; delivers tax certificates to supervisor and county clerk by Sept 30 for winter collections and should do the same by June 30 for summer collections; must appoint a deputy; must post a surety bond; prepares financial/budget report monthly.

Trustees: Township legislators, required to vote on all issues; responsible for township’s fiduciary health.

Commissions/Divisions:

Chair: Prepares agenda; moderate’s meetings.

Vice Chair: Assists Chair and fulfills role for Chair when absent.

Secretary: Posts meeting dates; prepares and posts minutes after meeting and file all official and recorded documentation; sends web admin the minutes

Monthly tasks:

- Payroll (dates 26th of month through 25th next month) Paid on 1st direct deposit (includes all meetings, trainings etc. during the time frame) due to the Clerk on 26th.
- Expense reports due by the 1st of each month to Clerk.
- Petty Cash reports with receipts due to the Clerk by the 1st of each month.
- Commission/division reports to due to the Clerk by Thursday prior to the board meeting.

Approved date: May 9, 2023 Laura Dawson Clerk
Doug Kuzge Supervisor