

Colfax Township Meeting

February 12, 2025 Regular Meeting Minutes

Colfax Township Hall

Meeting Called to Order: at 1900 by Supervisor Seguin.

Pledge of Allegiance

Attendance: Present: Supervisor Seguin, Trustee Besey, Treasurer West, Clerk Mosher, Trustee Greene
Absent: None

Agenda: Motion to approve as presented by Mosher, Seguin seconds. No opposition, motion carries.

Public Comment: none

Guests: none.

County Commissioner's Report: absent.

Meeting Minutes: Motion to approve as presented by Seguin, second by Besey. No discussion, Greene opposes, motion carries.

Treasurer's Report: Motion by Mosher, second by Seguin to approve February Treasurer's report as presented. No discussion, motion carries.

Campground Report: Closed. Bridge work completed

Clerk's Report: None.

Supervisor's Report: Getting information together for Budget Workshop.

Additional Written Reports:

Blight Report: no action due to snow. Will pursue in spring

Joint Planning Commission Update: Appointments made with Greg K. serving as Chair, Ken P. as Vice-Chair, Alyssa H secretary.

Zoning Administrator Report: written report provided.

Library: minutes received via mail and available for viewing.

Unfinished Business:

A). Cemetery and hall signage: ongoing.

B). Gutter bids: discussion whether work would be done in current weather. Bids to be reviewed prior to next meeting with vote to be held at March meeting.

C). Retirement Fund: tabled to allow West to become acquainted, no time constraints.

D). Fire Contract: 79 runs in 2024, Fire Chief states he does not know how many were fire vs. rescue. Reviews new billing service—states they have a 70% success with billing which would add \$7-10K per year to the Fire Department. Seguin motions to enter into Fire Contract with the Village of Thompsonville, allowing payment of all taxes levied for fire service, to include full time fire chief to be paid to the Village of Thompsonville as per the terms of the contract presented, Besey seconds. Roll Call: Ayes: Seguin Besey, Mosher, Greene, West. Nays: None. Motion carries.

New Business:

Budget Review: Mosher states multiple cost centers need to be re-evaluated, unable to confirm with Intuit (QuickBooks) where calculation errors are originating. Many of the issues with cost centers being over appear to be due to misallocated/mis-mapped data. Mosher asks if this can be addressed at the next board meeting after she has had ample time to work with Intuit on the issue, as this will require her to schedule a day off work. Seguin tables budget adjustment to next regular board meeting.

Pay Pending Bills: Mosher states transaction list is to include payroll of \$900 to our Assessor, which could not be run due to an update made by QuickBooks. Mosher must get additional information from Katelyn to allow the running of a payroll check. Hoseit, former treasurer, questions her pay, stating she was expecting another paycheck this month. Discussion. Further information is needed, any additional payment will be made after review and would be paid at next regular meeting. Motion by Seguin, second by Greene to pay bills with addition of Assessor check. No discussion, no opposition, motion carries.

Budget Workshop: Scheduled for February 17 at 7pm.

Set Public Hearing Date: Discussion. Motion by Seguin, second by Mosher to set Public Hearing for adoption of Colfax Township Annual Budget for fiscal year 2025-2026 on March 12, 2025, 10 minutes following close of Regular Meeting at Colfax Township Hall. No further discussion, no opposition, motion carries.

Review JPC Budget: Mosher asks if percentage split will remain 65%/35% (yes) and asks for this percentage determination to be re-evaluated as per the JPC bylaws. Budget reviewed by Township Board, no questions. 65% split accepted and to be budgeted in the Township Annual budget (\$16965.00) as moved by Mosher, seconded by Besey. No further discussion. Roll call: Ayes: Mosher, Seguin, Greene, West, Besey. Nays: none. Motion carries.

Poverty Guidelines: Reviewed. Greene motions to accept with correction of year corrected to 2025 just above chart on first page, Seguin seconds. No further discussion, all in favor, no one opposed. Motion carries.

Tobin & Company audit contract: Mosher reviews contract, indicating all items remain the same with the exception of the price, which has gone up to \$5200 (up from \$4800). Discussion. Greene questions if this is the going rate—Mosher states she is uncertain as we have only contracted with Tobin & Co. for the past many years, reminding board the even when township tried to find another auditor to handle the odd year audits made necessary by the prior board we were unable to identify any company able to take us on, so prices were never even discussed at that time. Further discussion: board is in agreement to see what other auditors are charging. Greene agrees to gather this information for a report back to the board at the next regular meeting so a decision can be made at that time as we need to schedule audit. No further discussion. Seguin tables Tobin & Co. contract until next meeting.

Correspondence: none.

Additional Public Comment: Greene mentions she has names of additional attorneys for township to consider as the attorney of record. Greene to provide this information to Board for review prior to next meeting for review and discussion at Match meeting. Greene reads statements for public to hear related to JPC appointments, JPC members/activities, etc.

Adjournment: Motion by Besey, 2nd by Seguin to adjourn at 20:12.

**Next meeting: Wednesday
March 12, 2025 - 7:00pm**