

SPECIAL BOARD MEETING MINUTES JULY 26, 2021

The meeting was called to order by Supervisor Bosserd at 4:00 p.m.

The Pledge of Allegiance was led by Dan Walsh.

Present: Bosserd, Lyng, George, Albaugh. One vacancy.

Motion by Lyng, 2nd by George, to approve the Agenda. Motion carried.

There were no Audience comments.

Motion by Albaugh, 2nd by George, to adopt the Procedure for filling Trustee Vacancy. Motion carried.

Motion by George, 2nd by Albaugh to have a separate vote on the Appointment of a new Trustee.
Motion carried.

Applicants present were Joanna Johnson and Dan Walsh. Both were asked how they saw the most important issues the Township faces and how they could contribute.

Roll Call Vote: Walsh – Bosserd, Lyng, George Johnson – Albaugh

Supervisor Bosserd appointed Dan Walsh to be the new Trustee, effective August 4, 2021.

Motion by Albaugh, 2nd by Lyng to approve minutes of July 19, 2021, the Marshall Township Federal Procurement Conflict of Interest Policy, a Resolution to Authorize the Use of Automated Clearing House (ACH) Arrangements and Electronic Transactions of Funds, the Marshall Township ACH Policy, and to authorize the Treasurer, in conjunction with Trustee Lyng, to get quotes to narrow the entrance to the parking lot and extend the curb and gutter to do so, in the amount not to exceed \$10,000.

Roll Call Vote: Yes – George, Lyng, Albaugh, Bosserd No – None One vacancy Motion carried.
unanimously.

There were no audience comments.

Board member comments: Trustee Lyng noted, in speaking with Rogers Glass, that the windows are still about 4 weeks out. He's also checking on the status of CSE Morse re: air purifier. He is getting estimates for a fence, with KEBS coming in to mark the property lines.

The meeting adjourned at 4:23 p.m.

SPECIAL BOARD MEETING

JULY 26, 2021 4:00 P.M.

- I. Call to Order
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Audience Comments
- V. Old Business
 - Minutes of July 19, 2021
- VI. New Business
 1. Procedure for filling Trustee vacancy
 2. Appointment of Trustee
 3. Marshall Township Federal Procurement Conflict of Interest Policy
 4. Resolution to Authorize Use of Automated Clearing House (ACH) Arrangements and Electronic Transactions of Funds
 5. Marshall Township ACH Policy

Discussion

Roll Call Vote

Audience Comments

Board Member Comments

Adjournment

MARSHALL TOWNSHIP BOARD MINUTES

July 19, 2021

The meeting was called to order by Supervisor Bosserd at 7:00 p.m.

The Pledge of Allegiance was led by Dan Walsh.

Present: Bosserd, Lyng, George

Absent: Albaugh (excused), one vacancy

Motion by Lyng, 2nd by George to approve the Agenda. Motion carried.

Audience Comments: JoAnn Davis, Marshall Township's Liaison to Marshall District Library, updated the Board re: status of the library. She noted that it is fully open now and spoke of the recent Wilder Creek event, sponsored by the library. She noted that there are many events for adults as well as children, including help with technology. Library website: yourmdl.org Check it out!

Reports were accepted as printed/presented.

There was no Old Business.

Motion by Lyng, 2nd by George to approve outstanding bills of \$52,546.59, holding a special board meeting on July 26, 2021 at 4:00 p.m. to interview and appoint a new Trustee, to authorize the Treasurer to sign the settlement agreement re: the Eric Dale matter as recommended by insurance counsel and the township attorney with any typographical or grammatical corrections needed, if any, to approve the Resolution amending the Fire Department salaries for 2021-2022, and to accept Jeff Albaugh's resignation from the Fire Board, appointing Bob Lyng in his place.

Roll Call Vote: Yes – Bosserd, George, Lyng No – None. Motion carried unanimously.

There were no further Audience comments.

Board member comments: Trustee Lyng noted that he will be meeting with Michigan Paving this week, to narrow the opening of the proposed parking lot paving. He will also meeting with Aspen Wireless re: available grants.

The meeting was adjourned at 7:12 p.m.

Procedure for filling Trustee Vacancy
July 26, 2021

1. The Clerk will verify that each applicant is a registered voter of the Marshall Township.
2. In addition to the submission of written applications/letters of interest from qualified township registered voters, each applicant will be afforded up to 3 minutes to verbally present additional comments to the Board at the Special Meeting.
3. Board members will be afforded an opportunity to ask each applicant any questions that may assist the board in making an appointment.
4. At the conclusion of any presentations and response to questions posed by the Board, the Supervisor will direct that the Clerk call the roll. Each Board member will respond with the name of their choice. The applicant receiving at least 3 votes shall be declared by the Supervisor as appointed to the vacant Trustee position, effective August 4, 2021.
5. If no applicant receives at least 3 votes on the first roll call, then the Supervisor will direct the calling of the roll again with each board member responding with their choice from the two applicants receiving the most votes on the prior roll call. The applicant receiving at least 3 votes shall be declared by the Supervisor as appointed to the vacant Trustee position, effective August 4, 2021.
6. If no applicant receives at least 3 votes on the second calling of the roll, then the Supervisor will open discussion as to how the Board wishes to proceed in making an appointment.



JESS CROFOOT

12151 H Dr N
Battle Creek, MI 49014
269-268-9621

7/19/21

To:
Susan George
Marshall Township Clerk

Dear Susan,

Per the advertisement in the 7/17/21 ad-visor/chronicle, I would like to be considered for the open Marshall Township Trustee position. I have been a resident and registered voter in Marshall Township for over four years. My background is as follows:

Recently retired from Tenneco with almost 35 years of service with nearly 16 years spent at the plant in Marshall. During my career at Tenneco I held various positions including Engineering, Project Management and Sales.

Associate Degree in Business Administration: KCC

BA Production Technology: Western Michigan University

I have never run for or held an elected office, but I have been searching for a way to serve my community and this opportunity is a great place to use the experiences gained in my life and working career. I look forward to hearing from you at your earliest convenience.

Sincerely,

Jess Crofoot

Joanna I. Johnson
17628 15 Mile Road
Marshall, MI 49068
(269)789-1015
Email: jeffjoanna@outlook.com

July 14, 2021

Marshall Township
13551 Myron Avery Drive
Marshall MI 49068
Board Vacancy Notice of Interest 2021

To Ms. Susan George and the Marshall Township (Board);

As a resident of Marshall Township please accept this letter and resume as a candidate to fill the current vacancy on the Board.

I am seeking this position as a member of this community who loves Marshall and public service. My experience in working with township government, public service, past leadership and service on many other boards, provide me with the professional background and qualifications to be an active Board member. I will do my homework; I will be prepared and I will ask questions to seek understanding. I do understand the role of a Board vs. day-to-day operation. I know what it means to work together and support community efforts, while also sharing perspectives with a different view in a meaningful way. I understand regulations that may hinder or assist with various issues. I understand we function as a Board and not individuals. I understand that together we have the best interest of our Township in mind. I am honored to be considered and if chosen, to serve.

Thank you for the consideration.

Sincerely,

Joanna I. Johnson

Joanna I. Johnson

Enclosure

Joanna I. Johnson
17628 15 Mile Road
Marshall, MI 49068
(269)789-1015
jeffjoanna@outlook.com

Education: **Bachelor of Business Administration (BBA)**
Western Michigan University
MAJOR: Management
MINOR: General Business

Professional Experience:

Road Commission of Kalamazoo County

Managing Director – November 2007- Present

Under the direction of the Board of County Road Commissioners, serves as the chief administrator of the Road Commission of Kalamazoo County. Responsible for road commission operations of \$30+ million budget. Serves as a liaison with local units of government, including townships to partner for road improvements throughout the County. Works with the Board of Road Commissioners on policy initiatives and guidelines. Assembles a staff of individuals dedicated to public service. Plans, develops, implements, and evaluates road commission programs in accordance with policies established by the Board. Researches and makes recommendations for changes to road commission policies. Develops the road commission's operating budget and monitors budget expenditures throughout the year. Represents the road commission to local, state, and federal officials. Supervises staff directly and through subordinate managers to ensure a high level of service and the maintenance of road commission policies and specifications. Oversees all the personnel management functions of collective bargaining, employment interviewing and selection, training, assigning job duties, scheduling, and evaluating job performance. Negotiates and administers labor contracts, contracts for provision of services, procurement contracts, and state and federal contracts.

Calhoun County Road Commission/Board of Public Works/Solid Waste/Park Trustees

Assistant Managing Director – June 2001 – November 2007

Responsible for road commission, public works, parks and solid waste operations. Responsible for employee programs, including labor relations and negotiations. Worked in partnership with the Managing Director in public relations, scheduling, projects, funding and overall key operations. Worked with management staff in scheduling maintenance activities including snow plowing, gravel roads, shoulders, mowing, guardrail, culvert repair etc. Coordinate snow routes, chip/seal and paving program. Work as a liaison with local units of government, including townships to partner for road improvement throughout the County. Work with local units of government on 5-year road planning to assist in budget and road improvement planning. Work with Managing Director and Board of Road Commissioners on policy initiatives and guidelines. Review areas of operation for cost – effective operations and improvement.

Manpower of Lansing, MI Inc.

Area Vice President of Service Delivery Systems - Calhoun County - 2001

Developer of service systems, processes, and training initiatives for Calhoun County and the North Region. Oversee operations of both Battle Creek and Marshall offices.

Branch Manager - Battle Creek/Marshall Office - 1996 - 2001

Supervise office staff including two off site locations. Coordinate marketing, business development, retention, relations and quality service with current and prospective customer base. Managed budget, scheduling, insurance, hiring, employee evaluations, and financial plan for the office. Accountable for the success of staff and office. Team leader to insure retention and success of office staff. Developed and implemented workforce solutions for the success of employees and customers. Developed employee recruiting and retention plans. Insured all staff familiar with human resource regulations and policies. Achieved ISO 9002 certification for the Battle Creek office and surrounding offices in December 1997. Achieved ISO 9002 re-certification for the Marshall office and surrounding offices in October 2000. Promoted to Area Vice President.

Branch Supervisor - Marshall Office - 1994 - 1996

Supervised office staff, one off site location, and employees. Coordinated customer contacts, relations and service. Managed the budget, scheduling, insurance, employee relations, marketing and advertising for the office. Accountable for the success of staff and office. Promoted to Branch Manager.

Customer Service Representative - Marshall Office - 1993 - 1994

Responsible for customer service, interviewing, employee job assignment, computer training, advertising, marketing and sales calls. Promoted to Branch Supervisor.

Manpower of Holland, MI Inc.

Customer Service Representative - Allegan Office - 1992 - 1993

Responsible for customer service, interviewing, employee job assignment, computer training, advertising, marketing and sales calls.

Professional Skills:

- Microsoft Office (Word, Excel, Access, PowerPoint), Outlook Calendar
- Community Involvement; Marshall Area Chamber of Commerce:
 - Chamber of Commerce Board of Directors 2001 – 2010 – Various Committees
 - 2007 Internal Affairs Vice Chair
 - 2002 & 2005 Senior Vice Chair of the Board
 - 2003 Chair of the Board
- Marshall Community Credit Union Board of Directors 2001 - 2011
- Human Resources Certified Professional Executive Level -International Public Management Association for Human Resources
- Leadership Kalamazoo 2010 Graduate
- Kalamazoo Council of Governments Secretary/Treasurer 2011 – 2013
- Association of Southern Michigan Road Commissions 2013/2014 Board President; 2013 - 2018
- Rotary Club of Kalamazoo- Sunrise Current Member/2013/2014 Club President - Present
- Michigan Transportation Asset Management Council Board Member/Current Chair; 2013 - Present
- County Road Association of Michigan Board Current Member/2018-2019 Past President; 2015 – Present
 - Distinguished Service Award 2020
- Western Michigan University (WMU) Civil & Construction Engineering Advisory Board 2008 – Present
- WMU College of Engineering & Applied Sciences at WMU Industry Advisory Board 2017 - Present
- Presented with the Crystal Vision Award by the National Association of Women in Construction in 2011
- Italian: Fluent
- Variety of Transportation Related Certifications and Training

References Available Upon Request

15548 17 ½ Mile Rd.
Marshall, MI 49068
July 16, 2021

Marshall Township Board
13551 Myron Avery Dr.
Marshall, MI 49068

Dear Marshall Township Board,

I would like to apply for the vacant Trustee position on the Marshall Township Board that I understand now exists. Let me tell you a bit about my background that I believe is relevant to this position.

I have been a Marshall Township resident at the same home for over 34 years, raising my 3 children with my wife of 44 years, Diane. We are both retired now and have some additional time to support the community. I am a registered voter and take this right and responsibility seriously.

I served on the Marshall Public School Board in the late 80's and became familiar with Board rules, roles and responsibilities. This was a great experience working with others from the community to help guide our local education system. Tom Neidlinger was the Board President and could be used as a reference. I have been active over the years at the First Presbyterian Church in Marshall as a member and serving various volunteer efforts including a large capital campaign and project to restore the roof and gutter system. Here I wrote contracts, took bids, and oversaw the large timber repair and roof project. My project management and engineering skills were very helpful here.

I have been an active volunteer over the years in the school system. I coached youth soccer for ~15 years, developed and ran the swim meet timing system for both the youth swimming programs as well as the high school for ~10 years. I worked with the MHS to develop the first career center and secured a grant from Eaton to fund the computer hardware and software for this new lab. I was active on the PTO for ~24 years and was a member of the school board. One of our projects was to improve the school lunch program throughput at the Middle School during its initial overcrowding experience in the 1990's. It was a success with minimal cost.

I am a licensed Professional Engineer in the State of Michigan and have been for 38 years. This has benefited me in primarily legal actions at the companies I have worked at and now in my part time consulting business I have had since 2014. The required initial and continuing education training allows me to work with several branches of engineering with a working knowledge level. Examples would be civil, electrical, and mechanical projects.

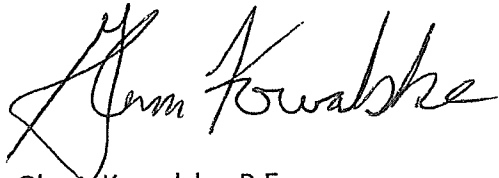
I have been active with Marshall Township for years, primarily communicating with the Clerks, Cindy Sink and now Susan George to stay informed on broad Marshall Township matters as well as those closer to my home. I believe I have been instrumental in working with the County as well, clearly understanding road funding, NIA and County policies that impact the Township. I was instrumental in reversing the matching reduction put in place in 2014, which has now been put back to at least 50%, with no strings attached.

I also have been very active in researching the drainage systems in my area with the past Drain Commissioners. I have also worked toward better road construction within Marshall Township, especially in new road development. I believe this knowledge to be key as Marshall Township continues to grow and we grapple with new and existing neighborhood planning. I enthusiastically support a new master plan and proper planning tools and guidelines to ensure we integrate new developments with existing properties.

I have attached my resume for your reference. I would point primarily to my broad technical knowledge, team leadership, program/project management and department management as relevant to role as Trustee. In particular, I have had years of training, and experience, in problem solving and task force type efforts toward meeting technical and management objectives.

Thank you for your consideration and please let me know if you have any questions or would like to talk to me directly. I look forward to your decision and as always appreciate and support the work you are doing.

Best regards,

A handwritten signature in black ink that reads "Glenn Kowalske". The signature is written in a cursive style with a large, stylized initial "G".

Glenn Kowalske, P.E.

269-282-4401

GLENN KOWALSKE, P.E.

15548 17 ½ Mile Road
Marshall, Michigan 49068

Cell: 269-282-4401
E-mail: glenn@kowalske.net

Highly motivated **Senior Engineering Professional** with experience working within diverse product and manufacturing environments. Experience includes product development, supervision, project management, strategic business planning, quality and continuous improvement. Team player and leader with demonstrated abilities for applying lean design principles in developing, launching and manufacturing products and projects.

KOWALSKE ENTERPRISES LLC, Marshall, MI

2014 - current

Owner - Engineering / Project Consultant

Working with various companies and organizations to:

- Develop engineering processes and organization to improve performance and exceed requirements.
- Focused project and product development as required to enhance current organization.
- Manage teams to a finite, focused engineered product goal / launch.

BORGWARNER, INC., Marshall, MI

2011 – 2014

Manager, Advanced Engineering

Responsible for the innovation of new Thermal System concepts and products, and their development.

- Built an Advanced Engineering team and managed the development of automotive cooling system products from concept through development. Created new analysis and testing techniques for new products.
- Led the development of mechatronic product, Dual Mode Coolant Pump, for the light vehicle market with targeted mature revenue of \$300M- \$400M. Took the product from concept to production in 3 years.
- Developed an innovation process and new product development systems for the business unit.

TENNECO, INC., Grass Lake, Michigan

2009- 2011

Technical Program Manager, Advanced Engineering 2010 - 2011

- Built and managed team to take concept through technical and commercial planning, resourcing and feasibility for full product development through design verification.
- In one year, developed new ammonia dosing sub-system concept and prototype for NOx SCR that decreased service intervals by 10 times while maintaining comparable material cost.

Program Manager, GM Duramax Launch 2009 - 2010

- Led the planning and execution of a new emission sub-system (SCR/DPF) production cell at the Marshall, MI facility in 6 months (start to PPAP) representing \$3M in capital equipment.
- Coordinated functional team efforts to support aggressive launch schedule.

CONTINENTAL CORPORATION, Dearborn, Michigan

2002 – 2009

Hybrid Electric Vehicle Business Unit

Engineering and Program Manager – Power Conversion 2003 – 2009

Managed development programs, product line and EPC contracts, meeting business and customer goals.

- Organized engineering, purchasing and manufacturing team in commercial launch of products with annual sales of \$38M.
- Developed strategic revenue portfolio by leveraging group technology into new markets. Proposed, and was awarded, a \$1.5M EPC contract by NextEnergy, funded by U.S. Military.

Service and Diagnostics Manager 2002 – 2003

Created and managed service and diagnostics department with 4 direct reports and 4 field service contractors.

- Developed first service and diagnostics infrastructure for new company electric vehicle power conversion and powertrain products meeting product reliability, launch readiness, and global customer service goals.

FREUDENBERG-NOK GENERAL PARTNERSHIP, Plymouth, Michigan

1999 – 2001

Senior Program Manager – Vibracoustic North America 2000 – 2001

Launch management and P&L for strategic new product introductions.

- Led design and launch of lean manufacturing model cell which increased capacity by 100% while reducing variable cost by 50%. Reduced capital investment by \$1.4M.
- Led Kaizen lean manufacturing effort on existing manufacturing cell which reduced labor costs by 25% while increasing capacity by 15%.

Engineering Manager – Valve Business Unit 1999 – 2000

- Created new engineering department including selecting personnel, setting up lab, purchasing analysis tools and designing structure. 15 direct reports in total launch team.
- Developed new customer base in conjunction with sales by demonstrating FNGP's product features while leveraging parent company technology.
- Managed department projects and manpower accomplishing new product development and launch which resulted in sales of \$2M. Projected annual sales of \$300M at full portfolio.
- Designed and launched model cell manufacturing reducing final part defects by 80% and manufacturing costs 15%.

EATON CORPORATION, Marshall, Michigan

1987 – 1999

Program Manager – Engine Components Division 1997 – 1999

Managed EGR components program, meeting diesel engine market, customer, and internal business needs.

- Successfully led team through VA/VE process reducing new product cost 25%.
- Developed new customer and supplier alliance relationships capturing a minimum \$20M in business.

Design and Analysis Manager 1995 – 1997

Managed CAD / CAE design and PDM Systems with 15 people.

- Championed divisional document control section of QS 9000 systems resulting in certification.
- Reorganized and streamlined department improving productivity 25%. This was accomplished while reducing headcount by 2, training 2 new employees and adding new product responsibility.
- Planned and executed automation of model / drawing creation and migration to ProEngineer.

Principle Product Design Engineer 1991 – 1995

- Led engineering selection and development of advance product concepts using QFD and VA/VE tools.
- Launched Generation II Direct Acting Lifter product. Directed product engineering support at launch site
- Reorganized engineering analysis and computer support group improving productivity and morale.

Senior Product Design Engineer 1987 – 1991

Advanced valvetrain design, development, test and production launch.

FORD MOTOR COMPANY, Troy, Michigan

Product Design Engineer

Diesel engine design, development and testing in the areas of turbocharging and cooling systems.

EDUCATION & CERTIFICATIONS

- **MSME** – 15 credits completed, University of Michigan, Ann Arbor, Michigan
- **BSME**, Lawrence Technological University, Southfield, Michigan
- Michigan Licensed Professional Engineer (#6201030985)
- Certified Quality Engineer – ASQC (1994 - 1997)
- Six Sigma Green Belt and Black Belt Champion Certification – FNGP
- US Patent 7,474,016, two additional patent applications pending

Mr. Dave Bosserd
Marshall Township Board
13551 Myron Avery Drive
Marshall, MI 49068

July 5, 2021

Dear Dave,

I know that Ron Quinn recently resigned as a Trustee of the Township Board, and I would like to ask to be considered for that open position.

I am a life-long resident of Marshall, and have lived in the Township for 25 years. I have had the privilege to serve the Township as a member of the Planning Commission for some time, and am currently Chair of the Commission. I have found the work for the Commission to be very worthwhile and rewarding.

As the Board considers candidates for the Trustee position, I would like to note that I do not have a specific agenda that I wish to present to the Board or Township residents. The only goal I would have is to strive to do what is in the best interest of the Township and its residents. I am committed to hearing all viewpoints of any Board agenda item, and making a decision based on that information.

I appreciate the Board's consideration of my interest in the Trustee position, and would be honored to serve my fellow residents of the Township. Please don't hesitate to contact me if you need any additional information.

Sincerely,

Dan Walsh

Marshall Township Federal Procurement Conflict of Interest Policy

I. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under 2 C.F.R. § 200.318(c)(1).

II. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds.

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

A. Conflicts of Interest. In addition to the prohibition against self-benefiting from a public contract under Public Act 317 of 1968 and other applicable state law, no officer, employee, or agent of Marshall Township may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent involved in the selection, award, or administration of a contract;
2. any member of his or her immediate family;
3. his or her partner; or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

B. Gifts. In addition to the prohibition against accepting gifts and favors from vendors and contractors under state law, officers, employees, and agents of Marshall Township are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$50, which fall into one of the following categories may be accepted:

1. promotional items;
2. honorariums for participation in meetings; or
3. meals furnished at banquets

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

III. Violation

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.

Adopted by the Marshall Township Board
July 26, 2021

**Resolution to Authorize Use of Automated Clearing House (ACH)
Arrangements and Electronic Transactions of Funds**

WHEREAS, Electronic payments of public funds are required for some federally mandated transactions of public funds, and electronic payments have become a commonly accepted practice by banks and other financial institutions, and

WHEREAS, Public Act 738 of 2002, effective December 30, 2002, authorizes townships to make electronic transactions involving public funds by electronic payment, debit, or credit transfer processed through an automated clearing house, and

WHEREAS, PA 738 authorizes a township treasurer to enter into an ACH arrangement for a national and governmental organization that has authority to process electronic payments (ACH), including, but not limited to, the national automated clearing house association and the federal reserve system, and

WHEREAS, The Marshall Township Board deems that it is in the best interest of the township to make certain township financial transactions by electronic payments as described in PA 738.

NOW, THEREFORE BE IT HEREBY RESOLVED, That the Marshall Township Board authorizes the Township to utilize electronic transactions in compliance with the written procedures and internal controls developed and adopted by the Treasurer as the Township's ACH policy and presented to the Township Board on July 26, 2021.

MARSHALL TOWNSHIP ACH POLICY

Electronic Payments

Following township board approval or in compliance with the board policy for post-auditing payments, the clerk or deputy clerk shall initiate electronic payments and the treasurer or deputy treasurer shall review and accomplish.

Electronic payments or ACH agreements are authorized if in compliance with the following policy provisions.

Electronic Payment (ACH) Definitions

“Automated clearing house” or “ACH” means a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the federal reserve system.

An “ACH arrangement” means the agreement between the originator of the ACH transaction and the receiver of an ACH transaction.

An “ACH transaction” means an electronic payment, debit or credit transfer processed through an automated clearinghouse.

An “ACH policy” means the procedures and internal controls as determined under this written policy developed and adopted by the township treasurer.

Authority to Enter into ACH Arrangements and Electronic Transfers of Public Funds

The township treasurer may enter into an ACH arrangement.

Responsibility for ACH Agreements

The treasurer or officer or employee position designated by the treasurer is responsible for the township’s ACH agreements, including payment approval, accounting, reporting and generally for overseeing compliance with the ACH policy.

The treasurer shall submit to the township board documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by each payment of public funds made by electronic transfer. This report may be contained in the township’s electronic general ledger software system or in a separate report to the township board.

Internal Accounting Controls to Monitor Use of ACH Transactions Made by Township

The following system of internal accounting controls will be used to monitor the use of ACH transactions made by Marshall Township:

The treasurer shall prepare a list of vendors authorized to be paid by ACH transaction and provide that list to the clerk.

The clerk initiates the transaction upon receipt of an invoice included on the authorized ACH list approved by the appropriate township official. ACH invoices must be approved before payment. The clerk signs the ACH invoice, which then acts as the warrant.

The clerk presents the a list of bills for payment and a separate list of the electronic payments for township board approval. The board approves all transactions prior to disbursement unless payments are pre-authorized for post-audit by the board.

Following board approval, the treasurer signs the ACH warrant, and the clerk or treasurer initiates the electronic transaction with the vendor and makes the actual transfer of funds.

The treasurer shall retain all ACH transaction documents for audit purposes.
The clerk shall retain all invoices for audit purposes.

July 26, 2021

JEFFREY S. ALBAUGH,

Marshall Township Treasurer