

Clarendon Township Board Meeting

Monday, October 13, 2025
Regular Meeting Minutes

- I. **Opening:** Present were Steve Schrock, Ericka Tryon, Rose Mary Berry, James Russell, and Tim Anderson. Also present were 10 members of the public.
 - A. Meeting called to order at 7:30 PM by Supervisor Schrock followed by the pledge of allegiance to the flag.
- II. **Approval of Agenda:** Motion to approve by Tim Anderson; second by Rose Mary Berry. Motion Carried
- III. **Public Voice:**
- IV. **Minutes:** To approve by Rose Mary Berry; second by Tim Anderson. Motion Carried
- V. **Correspondence:**
 - A. **Karen Zimmerman Plots at CP** – Purchased CP-4S-150-1 and CP-4S-150-2. Check Cleared. Clerk Sent Deeds
 - B. **2026 DEPT. OF TREASURY AUDIT** – Clerk working with Robyn and Tara to update web page as appropriate
 - C. **SEMCO** – Reached out with concerns regarding denial of franchise request. Clerk asked for resident information for those residents in Clarendon Township who would be impacted. Pending Response.
 - D. **Paul Plant** – Audit Complete for 2025.
- VI. **Treasurer’s Report:** Additional CD’s will need to be renewed in December. Motion to approve report by Tim Anderson; Second by Ericka Tryon. Motion Carried.
- VII. **Accounts Payable:**
 - A. **Total Bills:** \$27,797.11

To cover WBI Insulation, Auditing Expenses, and Aerial Pictures additional funds needed to be moved to these categories from other payment categories in the amount of \$12,500.00. \$8000 was taken from election expenses and \$4500 from election wages. WBI Insulation was placed in the Hall Maintenance Bucket. An additional \$7,280 was added to this bucket to cover the additional amount. Auditing Expenses was short \$4000. This amount was added to cover. The Aerial Photos were split between in the Miscellaneous and Clerk Supplies buckets. \$785.36 (Clerk Sup) and \$1,895 (Misc). \$1220 was added to Misc to cover additional expense. No Additional movement needed for clerk supplies category. Clerk requesting approval to move funds to cover expenses.

AJ Excavating \$3,500 - \$3095 placed in Parks and Rec Fund ; \$405 placed in Park Maintenance

WBI Vapor Barrier \$1,550 – Placed in Clerk Supplies
- VIII. **Election:**
 - A. **Deputy Clerk Laptop:** May I please have approval to purchase a laptop that will be utilized for deputy clerk training and responsibilities. My request is to spend 670.00 dollars or less on a laptop with the appropriate antivirus software. Clerk will leverage remaining funds in Election Supplies Category. Motion to approve by Rose Mary Berry and seconded by Tim Anderson. Motion carried. Tim Anerson donated laptop to Deputy Clerk Position. Clerk to update laptop with antivirus software.
 - B. **Rate Increase for Election Mail**

Postage Rate Increase

- ❑ Filed notice with the Postal Regulatory Commission (PRC) on April 9
- ❑ Increase mailing services product prices approximately 7.4%
- ❑ Price changes to take effect July 13



Product	Current prices	Planned prices
• Letters (1 ounce)	\$.73	\$.78
• Letters (metered 1 ounce)	\$.69	\$.74
• Domestic postcards	\$.56	\$.62
• International postcards	\$1.65	\$1.70
• International letter (1 ounce)	\$1.65	\$1.70

- C. **Green Tag 191** – New Tag design

IX. Committee Reports:

- A. Ambulance Report** (Steve Schrock): Decrease in Runs in August. Utilities Reviewed. 100% Fully Staffed
- B. Homer Fire Board Report** (Rose Mary Berry or Tim Anderson): Short Meeting. 1994 truck needs hole repaired in floor board. Audit firm hired out of Grand Rapids.
- C. Homer Lake Board Report** (Tim Anderson): Under budget. No Expansion
- D. Tekonsha Fire Board Report** (Steve Schrock): N/A
- E. Zoning Enforcement Report** (Randy Shank): Randy followed up on several properties. Turning over some properties to Safebuilt representative.
- F. County Road Department Report** (Jim Russell or Steve Schrock): Culvers need to be replaced. Burn Mowing needs to occur. James Russell to follow up with County on potential for black top.
- G. Sexton Report** (Tyler Butters): 2 burials: 1 CP/1 BC
- H. Planning Commission Report** (Richard Maples): Steve touching base with Richard Maples on Variance for Zoning

X. Old Business:

- A. Dump Day:** Tabled to Spring
- B. Porta Johns/Wheelies:** Tabled to Spring
- C. Replace Pump @ Cemetery:** Tabled to Spring
- D. Hall Siding/Vaper Barrier:** Completed. Clerk sent payment
- E. Parks Millage:** Sand installed. Clerk sent payment to AJ Excavating
- F. Cuff Alt Dwelling:** No Response to Randy Shank's inquiries
- G. Church on County Line:** Pending Lawyer

XI. New Business:

- A. Lance Landis Variance:** Driveway variance approved by board. Motion to approve by Rose Mary Berry and seconded by Tim Anderson. Motion carried. Steve touching base with Richard Maples on Variance for Zoning
- B. Meat Market:** Permission for use of trailers to house workers. Tabled to Next Meeting
- C. Tom Bates Variance:** Would like to apply for variance to straighten out property lines. Motion to approve by Tim Anderson and seconded by James Russell. Motion carried. Steve touching base with Richard Maples on Variance for Zoning
- D. Pay WBI and AJ Excavating Early:** Motion to approve by Rose Mary Berry and seconded by Tim Anderson. Motion carried.

XII. Land Use Permits: No land use permits.

XIII. Adjournment: Meeting was adjourned at 8:10 PM. Motion to approve by Rose Mary Berry and seconded by Tim Anderson. Motion carried.

Respectfully submitted,

Steve Schrock, Supervisor

Ericka Tryon, Clerk