



Bridgeton Township Board Special Meeting Minutes (Proposed)

April 12, 2025

I. Routine Business

- A. Call to Order/Pledge – Supervisor Mansfield calls the meeting to order at 10:02am, starting with the Pledge
- B. Roll Call – Board Members Present: Clough, Kossen-Priddy, Mansfield, Petropoulos, Herman-Hinton absent.
- C. Approve Agenda: Kossen-Priddy motions to approve the agenda, Clough seconds. Passes 4-0-1
- D. Public comment: Comments related to agenda
 - i. Supervisor Mansfield requested names of residents present for the Treasurer to check the list received from the county to see if their property taxes were fixed. Marty Newfer – this property is fixed and is on the list to send to the county this weekend. Jim Schuiteman – taxes have been corrected and already submitted to the county. Alford – already fixed and sent to the county. Charlie Hicks – already fixed and sent to the county. Hawkins – taxes already fixed and sent to county

II. Action Items:

- A. Potential problems associated with Township Treasurer's office regarding the collection of property taxes, disbursements of related funds, record keeping, communication, and similar matters.
 - a. Supervisor Mansfield has received several calls relating to the disbursements. Treasurer Petropoulos stated all disbursements were caught up.
 - b. Treasurer Petropoulos received a calendar from the county Treasurer's office. It has the information about where the disbursements are to be applied and how much. Mansfield asked about reports that need to go to the schools. These have been sent. Supervisor Mansfield asked about communication. Treasurer feels with the .gov emails this will help streamline communication and the old emails will not be used by residents anymore. Also not having new emails each time a new person takes office will help prevent this in the future. The email will be transferred with the office.
 - c. Mansfield asked how far we are into correcting the issue. Treasurer is almost through the list; it will be completed this weekend.
 - d. Mansfield reported the county will lower fees and interest if all issues are corrected before the end of April.
 - e. Clerk Kossen-Priddy called the insurance company about what the bond would cover, if anything. They said to submit and claim and explained how the claim should be submitted for any damages to the township. It is possible some will be covered however they could not guarantee it without an adjustor reviewing the claim.
 - f. Clough asked about receipts Treasurer Petropoulos explains the process she does if someone pays in person, she prints a receipt from BS&A. If they pay by mail or drobox and request a receipt, then a receipt is mailed to them. Clerk Kossen-Priddy explains that when someone comes in to pay taxes when the

Treasurer is not in the office a handwritten receipt is given to the payer. A separate receipt book will now be used for only tax payments, no matter who is available in the office accepting tax payments.

- g. Discussion on receiving receipts mailed to all taxpayers. Supervisor Mansfield asked about mailing all payers a copy of the receipt. This was changed around 5 years ago to only mail a receipt if requested. Residents present encouraged the board to go back to mailing all taxpayers a receipt of payment. Clerk Kossen-Priddy stated that a new printer would be needed for the hall before that would be possible due to the cost of toner and limited printing capacity of the current printers. Supervisor Mansfield will include information about a new printer in the April board packet.

B. Adopting a plan for fixing any such problems with Treasurer's office.

- a. Treasurer Petropoulos explains the computer glitch that took place. BS&A transferred the tax system to a new laptop, during that transition some payments were dropped. Treasurer Petropoulos has a quote from BS&A to upgrade to the cloud version of the software. This will allow payments made by ACH to go directly into BS&A instead of waiting for reports through email or mail to update the system manually. Having BS&A on the cloud will also allow the Treasurer or Deputy Treasurer to login anywhere and see the current, up to date tax information.
- b. Clerk Kossen-Priddy stated that she understood why Treasurer Petropoulos ran for the position because as the Deputy Clerk she saw the issues with the Treasurer's office and wanted to fix them. However, now there are issues that are directly affecting the residents. Clerk Kossen-Priddy explained to residents present that she took over the Clerk position when the Clerk elected in 2020 resigned late August 2023. Since that time, she had been told the tax account was only handled by the Treasurer and the Clerk did not need to do anything with the account. The Clerk, Treasurer, and a Trustee attended the Michigan Township Association conference last week and the Clerk learned that it is her statutory duty to maintain the general ledger for the tax account. Clerk Kossen-Priddy feels that if this had been set up correctly previously that she may have been able to see a pattern in the account and then been able to ask the Treasurer about any unusual fluctuations. The tax account is partially set up in the new accounting system, the next step is to upload all the taxpayers into the system. The Treasurer's Report that was inherited from the previous Treasurer is also not what is required to be presented to the board.
- c. Clerk Kossen-Priddy let Supervisor Mansfield know that the Treasurer desktop stopped communicating with the Wi-Fi
- d. Supervisor Mansfield asks about receipts being sent to those that are fixed. Treasurer is working with the county on how this process will work
- e. Discussion on scheduling the workshop to review the Michigan Township Association Conference. Set for April 29th at 4pm.
- f. Supervisor Mansfield asked about this issue affecting anybody with forfeited delinquent properties. Treasurer Petropoulos is aware of one that is close however they did not pay again this year.

- C. Hiring an outside or third-party firm, contractor, individual(s) or person(s) to address and fix any problems associated with the Township Treasurer's office regarding property tax collections, lawful disbursements of such funds, and related matters.
 - a. Due to the issue being nearly resolved the board decided against this option
 - b. Clerk Kossen-Priddy requested looking at a new audit firm for the yearly audits. Information will be brought to the April meeting.

III. Public Comment

- A. Resident brought up the three minute rule. Trustee Clough explains the reason for the rule. Discussion concerning the board wanting to hear from residents and that the board may not be able to act on anything brought to them during public comment. Trustee Clough asked if pictures could be emailed to Supervisor Mansfield to include in the board packet, this would help the board review any concerns before a board meeting and be prepared to act at the meeting.
- B. James English emailed Supervisor Mansfield during the meeting. Treasurer Petropoulos confirmed his is completed
- C. Jim Schuiteman reported he has pricing on running electric for the Maple Island boat launch. Supervisor Mansfield will add to April agenda.
- D. Resident stated that he felt the board that was elected in 2020 did not do a good job and only did what they wanted. The hours the current board has put in, and not been paid for, to fix the issues left behind is astronomical. He felt that if the residents were aware of everything, they would have shown up to meetings with "pitch forks and torches".
- E. Resident stated that no matter what happened with the previous board the current Treasurer needed to return phone calls. However, now that the line of communication is open he felt he could come to the board with concerns.
- F. Resident stated she sees a big difference with the current board from the previous board.
- G. Clerk Kossen-Priddy complimented Supervisor Mansfield on the work he has been doing. She stated she was concerned after the election and knew many residents were however he had been showing up, talking with other board members, and doing the work. Supervisor Mansfield stated he appreciated the entire board and the work that everyone is doing.

IV. Adjournment:

- A. Clough motions to adjourn at 11:15am, Mansfield seconds. Passes 4-0-1

Ann Marie Kossen-Priddy, Clerk

Date Signed

Jason Mansfield, Supervisor

Date Signed