HELENA TOWNSHIP BOARD OF TRUSTEES

REGULAR MONTHLY MEETING MINUTES

DRAFT

Thursday, October 8, 2026 • 7:00 PM
Helena Township Community Center • 8751 Helena Road, Alden, MI 49612

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1. Call to Order: Supervisor C.C. Peeples called the meeting to order at approximately 7:00 PM.

2. Pledge of Allegiance: All present participated.

3. Roll Call: Present: C.C. Peeples, O. Leffew, C. Rice, B. Bartz, J. Schilling. Absent: None reported.

4. Approval of Agenda: Motion made by Schilling and seconded by Leffew to approve the agenda. All in favor. Motion carried.

5. Conflicts of Interest: None declared.

6. Public Comment: No comments were made in the initial public-comment period.

7. Approval of Minutes: Trustee Bartz clarified (15.f.) that the downtown curb-and-gutter project is separate from sidewalks. Motion made Rice and seconded by Schilling to approve September 10, 2026 minutes as amended. All in favor. Motion carried.

8. Treasurer Report: September 2026 report: Beginning balance $1,194,466.46; receipts $12,784.08; disbursements $68,475.56; September 30 bank balance $1,138,774.98. Disbursements: General Fund $53,167.89; Building $14,146.84; Roads $51.78; Cemetery $1,109.05. Motion made by Bartz and seconded by Peeples to accept the Treasurer's report.

9. Presentation of Bills: September expenses were reported as $48,317.36.

10. Fire Chief / Sheriff / County Commissioner / TAA Reports:

a. South Torch Lake Fire & Rescue: Chief Jesse Lane reported 18 September calls, including 12 medical calls, two vehicle accidents, one downed line, one fire alarm and two additional fire-related calls. Year-to-date calls were 230 versus 200 last year. Two personnel earned state emergency first responder licenses. Training, equipment and smoke-detector programming were reviewed.

b. Antrim County Sheriff's Office: Report addressed.

c. Antrim County Commissioner: Report addressed.

d. Township Ambulance Authority: Report addressed.

11. Speaker — Maner Internal Controls: A Maner representative presented recommendations on segregation of duties, accounts payable, payroll, purchasing and payment controls, reconciliation, fraud prevention, technology security and implementation priorities. Board questions followed. No adoption of the complete recommendations was established.

12. Communications:

a. Data Center Ordinance: A resident raised concerns about continuity of Planning Commission deliberations, requested consideration of a moratorium and emphasized public participation.

b. Elections: Public Accuracy Test October 15 at 11:00 AM; General Election November 3, 7am -8pm; Early Voting October 24–November, 9am-1pm and 3pm-7pm.

13. Committee Reports:

a. Zoning — J. Petersen: Reported regional research on data-center regulation and requested support for an intergovernmental ad hoc group. Supervisor, Planning Commission Chair and Zoning Administrator were discussed as participants; the Board supports. The Board discussed a Municipal Civil Infractions Violations Bureau involving the Supervisor, Zoning Administrator and Clerk, as recommended by counsel. A motion to establish/appoint the bureau was made by Peeples and seconded by Schilling to adopt a Violations Bureau with the members consisting of the Township Supervisor, Township Clerk, and the Township Zoning Administrator. All in favor. Motion carried. Permit fees and escrow policy were also discussed.

b. Planning Commission: Clerk Leffew requested that the Planning Commission rewrite their bylaws.

c. Roads: Bartz presented an estimate from Musall at the Road Commission, discussion tabled until November.

14. Old Business:

a. BS&A Cloud Implementation: General Ledger and payroll went live on October 8. Discussion included user permissions, accounts payable, check controls and ACH/NACHA options. Security concerns included a nonemployee with approval-level access and disclosure of a Township banking document to a resident. Credit-card provider alternatives were discussed. Discussing with County on their credit card process in underway.

b. Maner Internal Controls: Recommendations will inform further accounting and security controls.

c. Community Center Bathroom Remodel: Discussion on the winter bathroom cleaning frequency, Leffew presented a quote increase of approximately $200/weekly to clean/sanitize the Community Center restrooms five (5) days per week instead of three (3) days per week. Motion made by Leffew and seconded by Rice to increase cleaning frequency.

d. Historical Society Window Project: Replacement windows were expected around mid-November.

e. Downtown Curb & Gutter: Curb-and-gutter work awaited a bid or estimate.

f. Nuisance Ordinance: Warnings, voluntary compliance and potential civil-infraction proceedings were discussed alongside the Violations Bureau. Draft ordinance will be circulated to members for review at November's meeting.

g. Pickleball Program: The winter program discussed monthly invoicing, online payments and higher nonresident rates. Approximately $800 in October receipts and $32–$33 in processing fees were reported. Invoices would issue on the first, due the 20th. Consensus of approval came from the Board.

15. New Business:

a. Tennis Park Fencing: The Board considered a $3,377 proposal for an access gate and larger equipment opening. Motion made by Leffew and seconded by Rice to approve fencing. All in favor. Motion carried.

b. Township Insurance Renewal: Annual renewal, insured-property inventories, cyber coverage and detailed quote options were discussed. No final renewal vote was established.

c. Janitorial Services: Winter bathroom cleaning frequency and contractor pricing were discussed.

16. Announcements: Harvest Fest and a community trunk-or-treat event were announced. The Board also discussed a shared streetlight near Comfort Road and Alden Highway. The Township previously established a shared cost agreement with Custer Township, which is under $10 monthly. Motion made Rice and seconded by Leffew for Helena Township to pay the full streetlight bill rather than seek monthly reimbursement. All in favor. Motion carried.

17. Public Comment on Above Items: Residents commented on financial planning, IT security and the Maner presentation and requested future public-safety information. No Board action was taken.

18. Motion to Pay Bills: A motion to pay bills was requested. Motion by Rice and seconded by Leffew to pay the bills.

19. Adjournment: Peeples adjourned the meeting at 8:44pm.

Respectfully recorded & submitted,

/s/ Oryana Leffew

Oryana Leffew, Helena Township Clerk

Subject to approval by the Helena Township Board of Trustees