12/ 5/ 2022

Meeting called to order by Joshua Kennedy at 7:00pm

Commissioners in attendance: Josh Kennedy, Jamie Sensor, Charles Welch, Ed Kalesse, and Mike Bernardin

Checking - $39,120.22

Savings - $98,353.93

Total- $137,474.15

Reviewed information regarding new accountant firm.

Sweet & Associates, LLC. – fee is $3,700 for one year contract. Elizabeth Dugan was recommended by prior accountant. Does work for Washington Township Fire District also. All commissioners are in favor to approve

Vote – All yes to new firm.

Retrospect advertisements – Looking to renew publication for the monthly meetings.

Called Elizabeth Dugan with questions. Confirmed she would attend the audit meetings. Questioned when available for audit meeting. Confirmed that anything Jeff Bowley did would be included in her services. Advised June would be a good date for meeting.

Advised of advertisement with Retrospect. Elizabeth did confirm Jeff did give all district information. We have a copy of what was previously advertised. Confirmed we need to update website due to statute in regard to audits and multiple years.

Confirmed audit is overall financial statements, fund financial, footnotes.

Budget – due in January/February then submitted to DCA. 60 days prior to due date, approval, sent to DCA and adopted. Need to submit documents – questionnaire and previous budget. Signatures needed at the approval and then once adopted.

Confirmed Jeff used to reconcile bank statements once a month. Elizabeth would like to get backup of quick books file and continue with the reconciliations. Mike will send monthly statements after Jeff left to get up to date. Will set Mike up with a portal and Mike can scan and send.

Invoice-Semi annual billing. After budget is completed, we could process first payment. All agreed.

Mike will email to confirm agreement with Elizabeth.

Discussed person to handle voters ballad box. Josh has to confirm if has to be a registered voter in our district or can be from district 1.

Will discuss budget for next year at next meeting.

Spoke about apartment, currently paid through Dec. 31st. Commissioners all agree to pay lump sum payment for the year in January.

Meeting adjourned at 7:55pm.