

**ONEIDA CHARTER TOWNSHIP**

**REGULAR BOARD MEETING**

**September 9, 2025**

MEMBERS PRESENT: Supervisor Rick Jones, Clerk Jackie Kilgore, Treasurer Melissa Goschka, Trustee Janet Schultz, Trustee Jeri Haddix, Trustee Thomas Campbell, Trustee Madelyne Lawry

MEMBERS ABSENT: none

Others Present: Assessor Justin Kilgore, Marcia McConnell, Robert Brown, Mike Schaefer, Keith Weaver, Zoning Enforcement Officer Eric Hafner, Sue Deer Dembowski, Jim Green, Don Cooley, Jim Helfrich, Terrie Kosbar, Patti & John Curtis, Jackie Pena-Klanecky

1. The meeting at Oneida Township Hall, 11041 Oneida Road was called to Order by Supervisor Jones at 7:00pm.
2. Pledge of Allegiance.
3. No additions to the agenda.
4. Motion to correct minutes from August 12, 2025, Board Meeting to include the time of the meeting in the header and add the following to Item 14 "It was brought to our attention that we were not in compliance with filing 1099s, but we are now. This was not brought to our attention by our CPA." was offered by Madelyne Lawry and supported by Tom Campbell. Upon roll call vote:

Yeas: Tom Campbell, Madelyne Lawry, Rick Jones

Nays: Janet Schultz, Jackie Kilgore, Melissa Goschka, Jeri Haddix

Motion failed.

Motion to approve Board Minutes of August 12, 2025, with the addition of the time on the header was made by Jackie Kilgore and supported by Rick Jones. Motion carried.

5. Correspondence from Consumers Energy, Delta Township and Comcast was shared.
6. Public comment was held.
7. Township Office Reports
  - a. Treasurer's Report was provided by Melissa Goschka and will be placed on file. Treasurer's office will be open on Monday, September 15<sup>th</sup> from 8am-5pm.
  - b. Motion to approve the bills as presented was made by Janet Schultz and supported by Rick Jones. Motion carried. Discussion about expense reports.
  - c. Sheriff's report provided in writing.
  - d. GLAESA report provided by Fire Chief Mike Roman. 160<sup>th</sup> Birthday Party will be held on October 11<sup>st</sup> from 11am-2pm.
  - e. Melissa Goschka reported there was no September Planning Commission meeting. The subcommittee met on 8/27 and has future meetings on 9/17 and 9/24 to work on new district land use table, chapters 4-14. Motion to appoint Fay Schroeder to Planning Commission for a three year term was offered by Melissa Goschka and supported by Madelyne Lawry. Motion carried. Motion to appoint Fay Schroeder to Zoning Board of Appeals for a three year term was offered by Melissa Goschka and supported by Rick

Jones. Motion carried. Motion to appoint Carolyn Stevens to Planning Commission for a three year term was offered by Melissa Goschka and supported by Rick Jones. Motion carried. There is a vacancy on Planning Commission, resumes and letters of interest are being accepted thru September 15.


- f. Clerk report provided by Clerk Jackie Kilgore, no cemetery report. Clerk attended two-day Bureau of Elections Conference. Charlotte Public Schools and Portland Public Schools will hold an election on November 4, 2025. In person voters for Charlotte Public Schools will vote at Benton Township Hall and Portland Public School voters will vote at Eagle Township Hall. Absentee ballots will be mailed on September 25, 2025.
  - g. Assessor's report provided by Justin Kilgore. Attended three day conference in Gaylord.
  - h. Zoning Report provided by Zoning Code Enforcement Officer Eric Hafner and reviewed written report. Zoning Administrator Melissa Goschka and Rick Jones are working on the Mt. Hope complaint. Motion to move forward with court order for complaint 25-1 with clean up quote from Maag Transportation if the property is not cleaned up by 7am on Monday, September 15<sup>th</sup> was offered by Rick Jones and supported by Janet Schultz. Motion carried. Motion to request letters be sent to property owners for complaints 25-11 and 25-7 from the Township Attorney was made by Rick Jones and supported by Melissa Goshcka. Motion carried.
8. Rick Jones provided update regarding Public Safety. He has been in contact with the State Police and City of Grand Ledge, neither have an interest in contracting with Oneida Township. He continues to be in contact with Eaton County to get a contract.
  9. Motion to approve user subscription service for website with Shumaker Group at \$20 per month fee was offered by Jackie Kilgore and supported by Tom Campbell. Motion carried.
  10. 2026 Budget Worksheet was provided to the Board. Members should review the worksheet and report suggestions and requested changes to the Clerk and Supervisor so the worksheet may be updated for the October meeting.
  11. Discussion regarding conference room audio and video system for recording and publishing future meetings. Thomas Campbell is working on gathering more quotes, will look into the required retention period and website options for posting and publishing the video. Melissa is going to check with Shumaker Group to see if they have any suggestions.
  12. Review of BS&A quote gathered by Thomas Campbell without direction of the Board. Per Tom, the software cost is \$25,000 which includes a new module, implementation, on site training and software with an annual fee of \$10,380. Our current annual fee is \$1,700. Melissa Goschka commented that other municipalities have made this upgrade and there are a lot of glitches with the software. Motion to create a subcommittee of Melissa Goschka, Justin Kilgore and Tom Campbell to review BS&A software options was made by Tom Campbell and supported by Madelyne Lawry. Motion failed.
  13. Discussion of assessor 2024 audit report was led by Thomas Campbell. Assessor Justin Kilgore explained the situation and process from 2024, which he had previously brought to the Board. Thomas Campbell continued questioning the process, outcome and timeline; members of the audience interjected their disapproval of this questioning.
  14. Public Comment was held.
  15. Board comment was held. Janet Schultz mentioned adding a well for the Fire Department at Township Hall in the future when the budget allows. Jackie Kilgore reminded the Board of three

items in the Oneida Township Employee Handbook 1) Statutory Duties for all offices are in the handbook including duties of Trustees 2) Any Township Board member can place an item on the meeting agenda at least 7 days prior to the meeting and board packets shall be delivered to members 4 days prior to the meeting 3) If a citizen has a problem that is outside of the jurisdiction or responsibility of the official or employee, the citizen will be directed to the appropriate office or official.

16. The meeting was adjourned at 8:41pm.

APPROVED:

  
Clerk

  
Supervisor