

## White Pigeon Township Board

April 1, 2026

The regular meeting of the White Pigeon Township Board was held on April 1, 2026, at 6:00 p.m. at the White Pigeon Township Hall located at 16975 US 12, White Pigeon, Michigan. Agendas and staff reports were available.

The meeting was called to order by Supervisor Jason Trospen at 6:00 p.m. Supervisor Trospen did roll call. Those in attendance were Supervisor Jason Trospen, Clerk Lacie Pletcher, and Trustees Amy Snook and Sheila Kroupa. Treasurer Anita Casada was absent.

**AGENDA:** Motion by Pletcher, seconded by Snook, to approve the agenda. All in favor, motion carried.

**MINUTES:** The board reviewed the regular meeting minutes from March 4, 2026. Motion by, Trospen, seconded by Pletcher, to approve the minutes as presented. All in favor, motion carried.

**FINANCIAL REPORT: FINANCIAL REPORT:** The Board reviewed and approved the March 2026 financial reports. Motion by Kroupa, seconded by Trospen, to approve the financial reports as presented. All in favor, motion carried.

**PAYMENT OF BILLS:** Motion by Pletcher, seconded by Kroupa, to authorize the Clerk to pay all normal billings as presented. Those in favor by roll call vote were: Amy Snook, Sheila Kroupa, Jason Trospen, and Lacie Pletcher. Motion carried.

### OLD BUSINESS:

- A. **Master Plan:** Next meeting will be April 13<sup>th</sup> at 6:00 p.m. Supervisor Trospen stated that a rough draft and maps will be available soon.
- B. **Acreage behind Township for Purchase:** Supervisor Trospen reported that the property owner has sold the land to the party with first right of refusal, as they preferred the property remain intact. The Township will be contacted in the future if the property becomes available for development or resale, at which time there may be an opportunity to purchase. At this time, this matter is considered closed.
- C. **Solar Field Meeting:** Supervisor Trospen reported that, to the Township's knowledge, the meeting held at the Township Library on March 10 was informational only. The Township has not been contacted regarding any proposed development at this time.
- D. **Cemetery Sexton Job Description/ Duties:** Trustees Amy Snook and Sheila Kroupa reported that they are continuing to work on the job description and duties. Progress is being made, and they will resume further work upon Bobbi's return from vacation.

## **NEW BUSINESS:**

- A. Treasurer Anita Casada Resignation:** On March 16, 2026, Treasurer Anita Casada submitted a letter of resignation to Clerk Lacie Pletcher, stating she is resigning for health reasons, effective March 16, 2026 at 4:00 p.m. Motion by Sheila Kroupa, seconded by Amy Snook, to accept the resignation of Treasurer Casada. Those in favor, by roll call vote, were: Amy Snook, Sheila Kroupa, Lacie Pletcher, and Jason Trosper. All in favor; motion carried.
- B. Appointment of New Township Treasurer:** Supervisor Trosper reported that he and Clerk Pletcher utilized leads and recommendations in the search for a new Treasurer. Three applicants applied and were interviewed by Supervisor Trosper and Clerk Pletcher. Based on qualifications and work history, he stated that Amanda Harker is the most qualified and ambitious candidate for the position. Motion by Trosper, seconded by Pletcher, to appoint Amanda Harker as White Pigeon Township Treasurer. Those in favor, by roll call vote, were: Sheila Kroupa, Amy Snook, Jason Trosper, and Lacie Pletcher. All in favor; motion carried.
- C. Resolution for Bank Signers:** As three authorized bank signers are required, motion by Pletcher, seconded by Trosper, to remove Anita Casada from all Township bank accounts and add Treasurer Amanda Harker as an authorized signer. Those in favor, by roll call vote, were: Sheila Kroupa, Amy Snook, Jason Trosper, and Lacie Pletcher. All in favor; motion carried. Due to the resignation of Treasurer Casada, she must be removed from all Township bank accounts. Supervisor Trosper stated that he will deliver the resolution and a copy of the meeting minutes to Sturgis Bank & Trust tomorrow morning so they can prepare new documents. He also reported that on Monday morning, he will accompany Amanda Harker to the County Treasurer's Office to be sworn in and begin training for the position.

**PUBLIC COMMENT:** Luis Rosado shared information regarding a free Parliamentary Procedure training scheduled for Saturday, April 25, 2026, from 1:00 p.m. to 5:00 p.m. at the Constantine Village Hall.

There were general comments and discussion regarding Treasurer Casada's resignation prior to the close of the tax season with the County Treasurer. These tasks were completed by Deputy Treasurer Amy Frost, who worked closely with the County to ensure all responsibilities were fulfilled and proper disbursements were made.

The Board expressed its appreciation to Amy Frost for willingly taking on these responsibilities, helping to ensure a smooth transition and providing a strong start for Treasurer Amanda Harker.

**CORRESPONDENCE:** None.

**ZONING AND ORDINANCE OFFICERS REPORT:** One new complaint that has already been taken care of by then new owner.

**SEWER BOARD REPORT:** Everything is running smoothly.

**CEMETERY REPORT:** It has been a busy few weeks with multiple funerals and burials. The crew is currently working to restore areas from winter burials, including leveling, soil placement, and reseeding. Spring cleanup is also underway. Equipment is being serviced by Wagaman Farm Service rather than John Deere, which has proven to be more cost-efficient while supporting a local business. All servicing is expected to be completed by next week.

**FIRE ADMINISTRATIVE REPORT:** The Fire Administrative Board met on March 17th. During the meeting, a candidate who had previously applied during the 2024 Township Board transition was recommended for appointment. Motion by Trosper, seconded by Kroupa, to appoint Matt Harmon to the Fire Administrative Board. Those in favor, by roll call vote, were: Amy Snook, Sheila Kroupa, Jason Trosper, and Lacie Pletcher. All in favor; motion carried. The next meeting is scheduled for June 16th.

### **Fire Department Activity for March 2026**

Total responses: 29

- 10 in Mottville Township
- 3 in the Village of White Pigeon
- 10 in White Pigeon Township
- 6 outside our district with Tornado assistance and Medical

**BOARD OF REVIEW (BOR) REPORT:** Supervisor Trosper reported that 12 individuals attended the Board of Review meeting. There were a few appeals and clerical errors addressed, and overall, the meeting went well.

**ADMINISTRATIVE ASSISTANT REPORT:** With Bobbi Scott on vacation, Supervisor Trosper, Clerk Pletcher, and Deputy Clerk Norma Townsend have been assisting with administrative duties. There has been a high volume of activity, including the issuance of burn permits, dump passes, and other permits. The Board expressed that Bobbi is greatly missed and appreciated. Clerk Pletcher noted that there is sufficient staff coverage to allow Bobbi to continue her planned vacation, and the team will continue working together to ensure all responsibilities are handled efficiently to maintain our open office hours.

**AMBULANCE REPORT:** Trustee Amy Kroupa reported that the March 5th meeting included important discussion points. There continue to be concerns regarding response times, staffing levels, and maintaining the level of coverage promised within the County. Additional discussion focused on strategies for employee retention and increasing training and education opportunities to make the profession more appealing.

**TREASURER'S REPORT:** No formal report was provided. Supervisor Trosper stated that all required materials have been submitted to the County, and the Township is settled for the 2025 winter tax season. He added that the Township will continue to work together through this transition and remain focused on moving forward.

**CLERKS REPORT:** The Clerk's report was received. Clerk Pletcher reported business as usual:

- March payroll duties completed
- Accounts payable and deposits are current
- General Fund reconciliation is current through February
- Upcoming payroll submissions due April 16 with a pay day of the 18<sup>th</sup>

**BOARD COMMENTS & SUMMARY:** Trustee Sheila Kroupa reported that, during a recent County Commissioners meeting, a comment was made recognizing Clerk Pletcher for the quality and thoroughness of her meeting minutes. Trustee Kroupa also clarified a statement made at the February meeting regarding Administrative Assistant Bobbi Scott. It was noted that Bobbi Scott did not quit, but rather resigned after concerns were expressed that her planned vacation would create a hardship for the office.

Motion by Kroupa, seconded by Trosper to adjourn. All in favor; motion carried. There being no more business, the meeting was adjourned at. 6:40 p.m.

Respectfully submitted,

Lacie Pletcher, Township Clerk

Minutes are unapproved until the next board meeting.