

# HOUGHTON TOWNSHIP BOARD

SPECIAL MEETING - August 27, 2014 2 P.M.

DISCUSSION OF WATER BILLING PROCEDURES

Board Supervisor, Jim Vivian, called the meeting to order at 2 p.m. Other board members present were Shari Chase, Jack Treganowan, Mary Long and Carol Jones.

Guests present: Edith Niederer, Helen Ryan and Mel Jones

Purpose of the meeting: TO DISCUSS IMPLEMENTING THE REQUEST OF THE AUDITOR TO SEPARATE WATER METER READING AND SENDING OF BILLS

MARY ASKED ABOUT PRINTED REPORTS AS NOTED BY THE AUDITOR – MEL HAS BOOKS TO SEE THE HISTORY

THE COST OF IMPLEMENTING SOMEONE ELSE TO DO THIS – PURCHASE COMPUTER, QUICKBOOKS AND YEARLY MAINTENANCE FEE – WAS DISCUSSED.

MEL SPENDS ABOUT 2 ½ HOURS, 4 TIMES A YEAR on the actual billing (printing and sending)

JIM ASKED ABOUT SENDING METER READINGS DIRECTLY TO COMPUTER. THE COST SHOULD BE EXPLORED.

Discussion ensued costs, possibilities, meter reading device possibilities, use of excel versus quickbooks.

Before the next meeting, each board member will be given actual cost estimates so as to be ready for discussion with the auditor and the board.

Mel will meet with Deb Bradford about the issue before the next board meeting, especially to see if Excel would work.

Meeting adjourned at 2:55 p.m.

Respectfully submitted,

Carol Jones,  
Township Clerk