

GREEN OAK CHARTER TOWNSHIP

10001 Silver Lake Road, Brighton Michigan 48116
(810) 231-1333 FAX (810) 231-5080

Regular Board Meeting, July 16, 2025, at 7:00 p.m.

1. Call to Order
2. Pledge of Allegiance to Flag
3. Roll Call of the Board
4. Approval of the Agenda
5. Call to the Public: Comment on **Agenda Related Items Only**
6. Consent Agenda
 - a) Approval of July 2, 2025, Regular Board Meeting Minutes
 - b) Approval of the submitted bills list: \$381,506.40
7. Department Head Reports & Request:
8. Correspondence: As needed.
9. Presentation:
10. Business Items:
 - a) Fire Department, AED Purchase Request
 - b) Fire Department, RIT Pack Purchase Request
 - c) Single Audit – Grant Related for Fire Ladder Apparatus
11. Discussion: As needed
12. Committee Reports: As needed.
13. Executive Session: As needed.
14. Call to the Public
15. Adjournment

Subject: Public Comment

Date adopted:
October 7, 1997

AMENDED:
December 2, 2020

Reason:

To set a procedure for public comment which is equitable to all citizens who wish to comment at Public meetings and to form a policy that promotes orderly conduct of business by the Township Board.

Call to the Public:

1. Public Comment is limited to Call to the Public section on the agenda.
2. Call to the Public is limited to three (3) minutes per speaker, unless otherwise determined by the Township Board based on the number of persons wishing to speak.
3. Written material should be presented to the Township Board rather than read if it would exceed the 3-minute limit.
4. Comments and questions are to be addressed to the Chairperson, rather than to other individuals in the audience.

Citizen Participation during Electronic Meetings:

During Township Board meetings conducted electronically, members of the public attending the meeting, once recognized by the chair, shall identify themselves for the record and indicate whether they are a Township resident. Comments by the public will be limited in the same manner as provided for audience comment for non-electronic meetings to three minutes for each speaker unless the time is extended by the chair or by vote of the Board. Comments by the public during meetings held electronically will be limited to the Audience Comment portion of the meeting.

Public Hearing:

1. Comment is limited to three (3) minutes per speaker, unless otherwise determined by the Township Board based on the number of persons wishing to speak.
2. Written material should be presented to the Township Board rather than read if it would exceed the three (3) minute limit.
3. Comments and questions are to be addressed to the Chairperson, rather than to other individuals.

Green Oak Charter Township
Board of Trustees
Regular Meeting Minutes
July 2, 2025

The meeting was called to order at 7:00 p.m. by Supervisor St. Charles

Roll Call: Randall Brake, Trustee
Daniel Rainko, Trustee
Michael Sedlak, Clerk
Mark St. Charles, Supervisor
James Tuthill, Trustee
Tricia Wiggle-Bazzy, Treasurer

Absent: Tracey Edry

Guests: 0

Also Present: Chief Kramer

APPROVAL OF AGENDA

**Motion by Sedlak, second by Tuthill
To approve the agenda as presented.**

**Voice Vote: Ayes: Unanimous
Nays: None**

MOTION APPROVED

PUBLIC COMMENT – None

APPROVAL OF CONSENT AGENDA

- 1) Approval of June 18, 2025 Regular Board Meeting Minutes
- 2) Approval of the submitted bills list: \$323,988.51

**Motion by Tuthill, second by Brake
To approve the Consent Agenda as presented.**

Voice Vote: Ayes: Unanimous
Nays: None

MOTION APPROVED

DEPARTMENT HEAD REPORTS

Chief Kramer – None

Treasurer – Treasurer Wiggle-Bazzy reported tax bills were mailed and they are dealing with the trifecta of collection with two utility bill collections and tax bills.

Clerk – None

Supervisor – Supervisor St. Charles confirmed the odor control at Hidden Lake is working. They are waiting for the final electric parts for the blowers. During the last storm the 90-foot perimeter fencing was destroyed at the sewer treatment plant he was at the plant today and it was being fixed at a cost of \$4,800.00. He announced after 46 years and 10 months he has officially retired from National Aggregate. The Board congratulated Supervisor St. Charles.

CORRESPONDENCE- None

BUSINESS ITEMS

A. Purchase Agreement, 12115 Limekiln Dr., 4716-26-101-013, Vacant Land

Supervisor St. Charles noted he thought Mr. Boguszewski would be here or his attorney, but he is not. He explained they were talking to Mr. Boguszewski about the lot he lives next to on Lime Kiln, and years ago it was a dangerous building, and it was demolished. Mr. Boguszewski has been maintaining the lot for 5 or 6 years and doing a nice job with it. They looked up what the assessed value of the property is and that amount was offered. There were no claims on it, and there had to be a deed restriction registered that stated there is no residential home or well or septic on that property. The deed restriction was put in the purchase agreement, and it was verified there is a section in the closing costs that the purchaser will pay the closing fees and deed recording fees. He also had the township attorney, Mr. Zalewski review it.

Clerk Sedlak stated he saw no problem with it, let's lighten the load on the township. Trustee Tuthill and Trustee Brake agreed.

Motion by Rainko, second by Tuthill

To accept the purchase agreement and direct the Township Supervisor and Clerk to work with the purchaser and direct the two attorneys to work together for the closing.

Roll Call Vote: Ayes: Unanimous

Nays: None

MOTION APPROVED

B. Alan Drive Rehabilitation Proposal

Supervisor St. Charles explained the proposal that he received on June 23, 2025, asking the question if Brighton Township is successful in setting up an SAD for the Brighton Township portion of Alan Drive, does Green Oak wish to rehabilitate the first 200 feet? From a Green Oak perspective, their primary users are those who utilize the west Fire Station parking lot and those who utilize the west 2-acre parcel. Funding for this could be utilized from the Road fund which based on the audit presented on September 18, 2024, there was a fund balance of \$59,065.00.

Motion by Sedlak, second by Wiggle-Bazzy

To direct the Supervisor and Clerk to enter into an agreement with Livingston County Road Commission for the Alan Drive Rehabilitation project, specifically for the rehabilitation of the first approximately 200 feet of pavement, based on the County estimate dated June 23, 2025, and contingent upon Brighton Township proceeding with a Special Assessment District for the rehabilitation of the remainder of Alan Drive.

**Roll Call Vote: Ayes: Unanimous
 Nays: None**

MOTION APPROVED

DISCUSSION – None

COMMITTEE REPORTS – None

EXECUTIVE SESSION – None

CALL TO THE PUBLIC - None

ADJOURNMENT

The Board of Trustees meeting was adjourned at 7:15 p.m. due to no further business.

Respectfully Submitted,

Kellie Angelosanto
Recording Secretary

Approved as submitted July 16, 2025.

Michael H. Sedlak, MiPMC, CMC
Township Clerk

Mark St. Charles
Township Supervisor

Bills List

\$381,506.40

07/02/2025
10:54 AM

CHECK PROOF FOR GREEN OAK TOWNSHIP
BANK ACCOUNT CODE: DISB - CHECK DATE: 07/02/2025
INVOICE EXPECTED CHECK RUN DATE 07/02/2025 - 07/02/2025

Page: 1/2

check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
07/02/2025	DISB	00000076353	A-1 ENGRAV	A-1 ENGRAVING & SIGNS, INC.	30.00	0.00	30.00	1
07/02/2025	DISB	00000076354	ABSOPURE	ABSOPURE WATER COMPANY	106.30	0.00	106.30	2
07/02/2025	DISB	00000076355	AMERICAN A	AMERICAN AWARDS & ENGRAVING	33.25	0.00	33.25	1
07/02/2025	DISB	00000076356	ARMOREX	ARMOREX	340.53	0.00	340.53	2
07/02/2025	DISB	00000076357	AUTO VALUE	AUTO-WARES GROUP	897.19	0.00	897.19	7
07/02/2025	DISB	00000076358	BIG PDQ	BUSINESS IMAGING GROUP, INC.	356.16	0.00	356.16	1
07/02/2025	DISB	00000076359	BIG SKY	BIG SKY DEVELOPMENT	2,500.00	0.00	2,500.00	2
07/02/2025	DISB	00000076360	BOUND TREE	BOUND TREE MEDICAL, LLC	1,820.89	0.00	1,820.89	2
07/02/2025	DISB	00000076361	CHARTER CO	CHARTER COMMUNICATIONS	269.41	0.00	269.41	1
07/02/2025	DISB	00000076362	CHASE JPM	Account 0000	29,947.05	0.00	29,947.05	93
07/02/2025	DISB	00000076363	CHASE JPM	VOID	0.00	0.00	0.00	
07/02/2025	DISB	00000076364	CHASE JPM	VOID	0.00	0.00	0.00	
07/02/2025	DISB	00000076365	CLS	CLS	104.46	0.00	104.46	1
07/02/2025	DISB	00000076366	COLLINS, J	JAMES W. COLLINS	700.00	0.00	700.00	1
07/02/2025	DISB	00000076367	CONSTELL	CONSTELLATION NEW ENERGY, INC.	1,613.61	0.00	1,613.61	1
07/02/2025	DISB	00000076368	CORRIGAN	CORRIGAN	1,958.19	0.00	1,958.19	1
07/02/2025	DISB	00000076369	CSI LEASIN	CSI LEASING, INC.	5,211.88	0.00	5,211.88	5
07/02/2025	DISB	00000076370	CUMMINS SA	CUMMINS INC	1,964.06	0.00	1,964.06	2
07/02/2025	DISB	00000076371	DART TEAM	DART	113.50	0.00	113.50	1
07/02/2025	DISB	00000076372	DENTAL	DELTA DENTAL OF MI	6,186.00	0.00	6,186.00	2
07/02/2025	DISB	00000076373	DTE ENERGY	DTE ENERGY	12,944.82	0.00	12,944.82	26
07/02/2025	DISB	00000076374	ELHORN	ELHORN ENGINEERING CO	566.00	0.00	566.00	1
07/02/2025	DISB	00000076375	ER VEHICLE	EMERGENCY VEHICLES PLUS	2,975.35	0.00	2,975.35	3
07/02/2025	DISB	00000076376	EWS	E.W.S.	95.00	0.00	95.00	1
07/02/2025	DISB	00000076377	FALLERT	FALLERT CONTRACTING LLC	995.00	0.00	995.00	1
07/02/2025	DISB	00000076378	FENCE SPOT	The Fence Spot	4,264.00	0.00	4,264.00	1
07/02/2025	DISB	00000076379	FLEETPRIDE	FLEETPRIDE	2,656.51	0.00	2,656.51	3
07/02/2025	DISB	00000076380	FRANK RE	FRANK REWOLD AND SON, INC.	60,318.95	0.00	60,318.95	1
07/02/2025	DISB	00000076381	GALLS	GALLS, LLC	423.33	0.00	423.33	2
07/02/2025	DISB	00000076382	GOFD PETTY	GOT FIRE DEPT PETTY CASH	71.74	0.00	71.74	1
07/02/2025	DISB	00000076383	GOFFUL80	GREEN OAK FIREFIGHTERS LOCAL 80	1,214.00	0.00	1,214.00	1
07/02/2025	DISB	00000076384	GRNOKTIRE	GREEN OAK TIRE	4,279.86	0.00	4,279.86	1
07/02/2025	DISB	00000076385	GURSKI, K	KEVIN GURSKI/KMG CONTRACTING LLC	1,115.00	0.00	1,115.00	1
07/02/2025	DISB	00000076386	HALT	RELIANT FIRE APPARATUS OF MICHIGAN	1,133.58	0.00	1,133.58	1
07/02/2025	DISB	00000076387	HEALTHJOY	HEALTHJOY	349.00	0.00	349.00	1
07/02/2025	DISB	00000076388	HIGHLAND T	HIGHLAND TREATMENT INC.	18,096.98	0.00	18,096.98	2
07/02/2025	DISB	00000076389	HOME DEPOT	HOME DEPOT CREDIT SERVICES	357.73	0.00	357.73	1
07/02/2025	DISB	00000076390	HUGHES, M	MATTHEW HUGHES	96.59	0.00	96.59	1
07/02/2025	DISB	00000076391	HVG	HURON VALLEY GUNS	256.97	0.00	256.97	1
07/02/2025	DISB	00000076392	LCDRAIN	LIVINGSTON COUNTY DRAIN	225.12	0.00	225.12	1
07/02/2025	DISB	00000076393	LUMENSERVE	LUMENSERVE	477.00	0.00	477.00	1
07/02/2025	DISB	00000076394	MACP	MICHIGAN ASSOCIATION OF CHIEF OF PD	280.00	0.00	280.00	1

07/02/2025
10:54 AM

CHECK PROOF FOR GREEN OAK TOWNSHIP
BANK ACCOUNT CODE: DISB - CHECK DATE: 07/02/2025
INVOICE EXPECTED CHECK RUN DATE 07/02/2025 - 07/02/2025

Page: 2/2

Check Date	Bank	Check #	Vendor Code	Vendor Name	Invoice Total	Credit Total	Total Amount	# Invoices
07/02/2025	DISB	00000076395	MACQUEEN	MACQUEEN EMERGENCY	209.43	0.00	209.43	1
07/02/2025	DISB	00000076396	MALLORY	MALLORY SAFETY & SUPPLY LLC	174.10	0.00	174.10	1
07/02/2025	DISB	00000076397	MERGE LIVE	MERGE LIVE	590.00	0.00	590.00	2
07/02/2025	DISB	00000076398	MERS	MUNICIPAL EMPLOYEES RETIREMENT	255.00	0.00	255.00	1
07/02/2025	DISB	00000076399	MID AMERIC	MID AMERICAN AEL	94.50	0.00	94.50	1
07/02/2025	DISB	00000076400	MIDWEST PS	MIDWEST POWER SYSTEMS	51,000.00	0.00	51,000.00	1
07/02/2025	DISB	00000076401	MIMUNRISK	MICHIGAN MUNICIPAL RISK MGMT AUTH	131,369.50	0.00	131,369.50	2
07/02/2025	DISB	00000076402	MUTUAL	MUTUAL OF OMAHA	3,700.11	0.00	3,700.11	1
07/02/2025	DISB	00000076403	NFPA	NATIONAL FIRE PROTECTION ASSN	450.00	0.00	450.00	2
07/02/2025	DISB	00000076404	NORTHERN	NORTHERN TOOL COMMERCIAL ACCOUNT	45.56	0.00	45.56	1
07/02/2025	DISB	00000076405	NORTHFIELD	NORTHFIELD TOWNSHIP	39.93	0.00	39.93	1
07/02/2025	DISB	00000076406	NYE	NYE UNIFORM	534.16	0.00	534.16	1
07/02/2025	DISB	00000076407	O'REILLY A	O'REILLY AUTO PARTS	131.17	0.00	131.17	3
07/02/2025	DISB	00000076408	OFFICE DEP	OFFICE DEPOT	190.37	0.00	190.37	2
07/02/2025	DISB	00000076409	OHM	ORCHARD, HILTZ & MC CLIMENT, INC.	146.50	0.00	146.50	1
07/02/2025	DISB	00000076410	PETER'S	PETER'S TRUE VALUE HARDWARE	58.98	0.00	58.98	2
07/02/2025	DISB	00000076411	PRO-TECH	PRO-TECH	285.00	0.00	285.00	1
07/02/2025	DISB	00000076412	RIGHT AWAY	RIGHT AWAY REPAIR	879.92	0.00	879.92	1
07/02/2025	DISB	00000076413	ROSATI	ROSATI, SCHULTZ, JOPPICH &	4,411.00	0.00	4,411.00	4
07/02/2025	DISB	00000076414	SHREDIT	STERICYCLE	228.83	0.00	228.83	1
07/02/2025	DISB	00000076415	SITEONE	SITEONE LANDSCAPE SUPPLY, LLC	57.84	0.00	57.84	1
07/02/2025	DISB	00000076416	SOHN	SOHN LINEN SERVICE, INC.	66.41	0.00	66.41	1
07/02/2025	DISB	00000076417	SS ENTER	SS ENTERPRISES, INC	9,320.00	0.00	9,320.00	1
07/02/2025	DISB	00000076418	STALEY, BR	BRIAN STALEY	33.44	0.00	33.44	1
07/02/2025	DISB	00000076419	STAPLES	STAPLES	386.04	0.00	386.04	3
07/02/2025	DISB	00000076420	TERMINIXEH	TERMINIX PROCESSING CENTER	149.00	0.00	149.00	1
07/02/2025	DISB	00000076421	THE HUNT	THE HUNTINGTON NATIONAL BANK	2,000.00	0.00	2,000.00	4
07/02/2025	DISB	00000076422	THIN BLUE	THIN BLUE LINE OF MICHIGAN	10.00	0.00	10.00	1
07/02/2025	DISB	00000076423	TOWING	CORRIGAN TOWING	504.05	0.00	504.05	1
07/02/2025	DISB	00000076424	TUTHILLCOM	TUTHILL FARMS & COMPOSTING	40.00	0.00	40.00	1
07/02/2025	DISB	00000076425	VZW	VERIZON WIRELESS	144.04	0.00	144.04	1
07/02/2025	DISB	00000076426	WESTSHORES	WEST SHORE SERVICES, INC.	1,232.50	0.00	1,232.50	2
07/02/2025	DISB	00000076427	WIGGLE-BAZ	TRICIA WIGGLE-BAZZY	74.03	0.00	74.03	1
07/02/2025	DISB	00000076428	WITMER PSG	WITMER PUBLIC SAFETY GROUP, INC.	633.71	0.00	633.71	1
07/02/2025	DISB	00000076429	WS DARLEY	W.S. DARLEY & CO	3,500.28	0.00	3,500.28	2
07/02/2025	DISB	00000076430	YAEGER, C	CHRISTINA YAEGER	5.99	0.00	5.99	1
07/02/2025	DISB	00000076431	ZIRKLE, LAR	LARRY ZIRKLE	1,210.00	0.00	1,210.00	2

Num Checks: 79

Num Stubs: 0

Num Invoices: 234

Total Amount: 381,506.40

OK
NOTES 7-2-2025
Jm 7/2/25

J.P.Morgan

JPMORGAN CHASE BANK NA
P.O. BOX 15918
MAIL SUITE DE1-1404
WILMINGTON DE 19850

ACCOUNT NUMBER	
PAYMENT DUE DATE	07/25/2025
AMOUNT DUE	\$29,947.05
CURRENT BALANCE	\$29,947.05

Remit To: JPMORGAN CHASE BANK NA
P.O. BOX 4475
CAROL STREAM, IL 60197-4475

AMOUNT
ENCLOSED \$

GREEN OAK TWP
TRICIA WIGGLE-BAZZY
10001 SILVER LAKE RD
BRIGHTON MI 48116-8361

** 0000000

PLEASE TEAR PAYMENT COUPON AT PERFORATION

STATEMENT MESSAGES

COMMERCIAL ACCOUNT SUMMARY

ORGANIZATION NAME: GREEN OAK TWP

ACCOUNT NUMBER:

CLOSING DATE	06-30-25	PREVIOUS BALANCE	40,242.44
CREDIT LIMIT	100,000	PURCHASES AND OTHER CHARGES	30,979.74
AVAILABLE CREDIT	70,053	CASH ADVANCES	.00
FOR CUSTOMER SERVICE CALL: 1-800-316-6056 FOR TTY/TDD SERVICE CALL: 1-800-955-8060		CREDITS	1,032.69
		PAYMENTS	40,242.44-
		LATE PAYMENT CHARGES	.00
SEND BILLING INQUIRIES TO: JPMORGAN CHASE BANK NA COMMERCIAL CARD SOLUTIONS P.O. BOX 2015 MAIL SUITE IL1-6225 ELGIN, IL 60121		CASH ADVANCE FEE	.00
		FINANCE CHARGES	.00
		NEW BALANCE	29,947.05
		TOTAL PAYMENT DUE	29,947.05
		DISPUTED AMOUNT	.00

ACCT. NUMBER: [REDACTED]

GREEN OAK TWP

COMMERCIAL ACCOUNT ACTIVITYGREEN OAK TWP
[REDACTED]**TOTAL COMMERCIAL ACTIVITY**
\$40,242.44 CR

ACCOUNTING CODE:

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-09	06-09	74715635160025300050017	PAYMENT RECEIVED -- THANK YOU	40,242.44 PY

INDIVIDUAL CARDHOLDER ACTIVITYPOLICE DEPARTMENT
[REDACTED]**CREDITS**
\$1,032.69**PURCHASES**
\$9,219.91**CASH ADV**
\$0.00**TOTAL ACTIVITY**
\$8,187.22

ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-02	05-31	24692165151106028475743	AMAZON MKTPL*N69NO6MM2 AMZN.COM/BILL WA P.O.S.: Emily & Scope bat SALES TAX: 0.00	63.11
06-11	06-10	24492165161100038687926	PRI MANAGEMENT GROUP POLICERECORDS FL P.O.S.: 101117 SALES TAX: 0.00	458.00
06-11	06-10	24692165162105583563247	IN *EVER SO GREEN, LLC 888-3837764 MI P.O.S.: 475370830_10DB59- SALES TAX: 0.00	250.00
06-11	06-09	24801975161878858083023	NU CPS REGISTRATION EVANSTON IL P.O.S.: BP009D5E6CCE SALES TAX: 0.00	4,800.00
06-16	06-13	24692165164108041160737	AMAZON MKTPL*NA0Q00O40 AMZN.COM/BILL WA P.O.S.: 112-7553055-21482 SALES TAX: 0.00	445.46
06-25	06-24	24692165176105078541884	THOMSON WEST*TCD 800-328-4880 MN P.O.S.: 1200565923 SALES TAX: 0.00	192.94
06-27	06-26	24231685178387002135305	BASS PRO CATALOG U.S. BASSPRO.COM MO P.O.S.: Y119611920 SALES TAX: 34.54	460.91
06-27	06-26	74692165177106633547691	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA P.O.S.: 112-7553055-21482 SALES TAX: 0.00	199.00 CR
06-27	06-26	74692165177106658798633	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA P.O.S.: 112-7553055-21482 SALES TAX: 0.00	199.00 CR
06-30	06-27	24692165178107284172239	AMAZON MKTPL*NQ59A8XB1 AMZN.COM/BILL WA P.O.S.: 111-3470075-29530 SALES TAX: 0.00	148.40
06-30	06-29	24793385180002075769079	BATHANDBODYWORKS.COM COLUMBUS OH P.O.S.: BB2US 00474264176108 dg7Q SALES TAX: 0.00	51.78
06-30	06-27	74692165179107834339597	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA P.O.S.: 111-3470075-29530 SALES TAX: 0.00	29.99 CR
Total Purchasing Activity				\$6,442.61

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-05	06-03	24755425155171555481397	DOUBLETREE HOTELS BAY CITY MI 719066 ARRIVAL: 06-02-25	102.90
06-09	06-07	24325455159900016170528	KALAHARI RESORT- OH SANDUSKY OH RO019DJBV ARRIVAL: 06-07-25	604.70

INDIVIDUAL CARDHOLDER ACTIVITY

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-11	06-09	74325455161900016380532	KALAHARI RESORT- OH SANDUSKY OH	604.70 CR
06-27	06-25	24445005177500570609360	FSP*SHANTY CREEK RESORT BELLAIRE MI 739638 ARRIVAL: 06-22-25	1,641.71
Total Travel Activity				\$1,744.61

FIRE DEPARTMENT

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$2,162.41	\$0.00	\$2,162.41

ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-05	06-04	24492165156100001125323	FUELCLOUD FUELCLOUD.COM OR P.O.S.: in1RWIXnKQMRBJ5vQfxtwaxH SALES TAX: 0.00	135.00
06-09	06-06	24073145159900574200122	ALERT ALL CORP 800-2537825 PA P.O.S.: W50588 SALES TAX: 0.00	804.00
06-10	06-09	24269755160900010524892	POSITIVE PROMOTIONS 800-6352666 NY P.O.S.: PP31559395 SALES TAX: 7.02	702.45
06-10	06-09	24270745160900018008789	FIELDTEX PRODUCTS, INC. 585-4272940 NY P.O.S.: 605171 SALES TAX: 0.00	131.70
06-17	06-16	24269755167900012465808	POSITIVE PROMOTIONS 800-6352666 NY P.O.S.: 31577485 SALES TAX: 0.98	97.90
06-26	06-25	24269755176900014753325	POSITIVE PROMOTIONS 800-6352666 NY P.O.S.: 31592155 SALES TAX: 2.07	206.90
Total Purchasing Activity				\$2,077.95

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-05	06-04	24695235155900019900014	GUIDO'S PIZZA-BRIGHTON 810-2299888 MI P.O.S.: 2506040074 SALES TAX: 8.11	84.46
Total Travel Activity				\$84.46

TRICIA WIGGLE-BAZZY

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$6,518.63	\$0.00	\$6,518.63

ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-02	05-30	24692165150105202583505	AMAZON MKTPL*N63AF0PR2 AMZN.COM/BILL WA P.O.S.: Tricia Treasurer SALES TAX: 0.00	73.49
06-18	06-17	24793385168000602848057	ADOBE INC SAN JOSE CA P.O.S.: 479338002114575 SALES TAX: 355.54	6,281.14
06-30	06-26	24489935178300757000440	LANSING CENTER LOTS TIBA LANSING MI	10.00
06-30	06-29	24692165180109415859656	INTUIT *QBOOKS ONLINE CL.INTUIT.COM CA P.O.S.: T1-175cc28a-1 SALES TAX: 0.00	99.00
06-30	06-27	24906415178232469469324	EIG*CONSTANTCONTACT.COM 855-2295506 MA P.O.S.: 1120194366041 SALES TAX: 0.00	55.00

ACCT. NUMBER: [REDACTED]

GREEN OAK TWP

INDIVIDUAL CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
Total Purchasing Activity				\$6,518.63
CLERK DEPARTMENT			CREDITS	PURCHASES
[REDACTED]			\$0.00	\$4,550.55
			CASH ADV	TOTAL ACTIVITY
			\$0.00	\$4,550.55

ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-04	06-02	24071055154939103635174	GOVERNMENT FINANCE OFF 312-5784406 IL	225.00
06-05	06-04	24019115155900014168669	NET EXPRESS 800-4481097 MI P.O.S.: 111111 SALES TAX: 22.56	225.59
06-05	06-03	24071055155939123619504	GOVERNMENT FINANCE OFF 312-5784406 IL	95.00
06-06	06-04	24198805156522727996745	PAYPAL *IIMC IIMC 9099444162 CA P.O.S.: 5N2090077N728600J SALES TAX: 0.00	75.00
06-18	06-17	24493985169116640635493	STERICYCLE, INC 847-943-6302 TX P.O.S.: NA SALES TAX: 0.00	228.83
06-18	06-17	24493985169116640635626	STERICYCLE, INC 847-943-6302 TX P.O.S.: NA SALES TAX: 0.00	121.20
06-19	06-18	24055225169377582292450	PRINTING SYSTEMS INC MSTEVENSON@PRIN MI P.O.S.: d19b4p70i477alf SALES TAX: 26.20	262.01
06-20	06-19	24055225170378733305396	PRINTING SYSTEMS INC MSTEVENSON@PRIN MI P.O.S.: d1a4r7f0i47eaqk SALES TAX: 24.50	245.00
06-25	06-24	24036295175718281595512	LABELVALUE 800-750-7764 FL P.O.S.: 28159551 SALES TAX: 0.00	127.79
06-26	06-25	24019115176900015434826	NET EXPRESS 800-4481097 MI P.O.S.: 111111 SALES TAX: 22.56	225.59
06-26	06-25	24445005176300591088186	WWP*TERMINIX EHRlich 844-391-1312 PA P.O.S.: 17fd850d420b4465ab39a9e51 SALES TAX: 0.00	136.25
06-26	06-25	24692165176105924325920	VS *WOW! 866-496-9669 OR P.O.S.: 12U7HJZKEJ0W SALES TAX: 0.00	450.39
06-26	06-25	24692165177105960045746	SPECTRUM 855-707-7328 VA P.O.S.: AP0C9D8FC1C6 SALES TAX: 13.29	234.91
06-26	06-25	24692165177105960045761	SPECTRUM 855-707-7328 VA P.O.S.: AP0C9D8FC26B SALES TAX: 7.35	129.99
06-26	06-25	24692165177105960045779	SPECTRUM 855-707-7328 VA P.O.S.: AW0C0ECD2F88 SALES TAX: 46.41	820.00
06-26	06-25	24692165177105960045787	SPECTRUM 855-707-7328 VA P.O.S.: AD0C0ED03A7F SALES TAX: 22.58	399.00
06-26	06-25	24692165177105960045795	SPECTRUM 855-707-7328 VA P.O.S.: AW0C0ECD30AC SALES TAX: 31.07	549.00
Total Purchasing Activity				\$4,550.55
CARRIE HUMBLE			CREDITS	PURCHASES
[REDACTED]			\$0.00	\$270.22
			CASH ADV	TOTAL ACTIVITY
			\$0.00	\$270.22

ACCOUNTING CODE:

INDIVIDUAL CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-09	06-06	24692165157101325790377	AMAZON MKTPL*NH4932XN2 AMZN.COM/BILL WA P.O.S.: 112-1290091-40626 SALES TAX: 0.00	147.07
06-09	06-08	24692165159103484910497	AMAZON.COM*NH5HH2LF0 AMZN.COM/BILL WA P.O.S.: 112-2961810-58538 SALES TAX: 0.00	26.37
06-23	06-20	24692165171100939787805	AMAZON MKTPL*NO6MZ1LW0 AMZN.COM/BILL WA P.O.S.: 114-1923181-46482 SALES TAX: 0.00	17.06
06-24	06-23	24692165174103924365196	AMAZON MKTPL*NO6072850 AMZN.COM/BILL WA P.O.S.: 114-8505418-15994 SALES TAX: 0.00	79.72
Total Purchasing Activity				\$270.22

MICHAEL H SEDLAK

CREDITSPURCHASESCASH ADVTOTAL ACTIVITY

\$0.00\$3,143.30\$0.00\$3,143.30

ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-12	06-11	24412955162160084080285	MERS OF MICHIGAN 800-767-6377 MI P.O.S.: 2025MERSAnnualCon SALES TAX: 14.44	255.00
Total Purchasing Activity				\$255.00

Telecommunication Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-27	06-26	24906415177232393177390	NEXTIVA*VOIP SERVICE 800-9834289 AZ P.O.S.: 0 SALES TAX: 356.55	2,888.30
Total Activity				\$2,888.30

BRIAN STALEY

CREDITSPURCHASESCASH ADVTOTAL ACTIVITY

\$0.00\$1,958.57\$0.00\$1,958.57

ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-03	06-02	24231685154360026056813	HARBOR FREIGHT TOOLS 630 HOWELL MI P.O.S.: 00261548414472681 SALES TAX: 1.57	27.66
06-11	06-10	24692165161105206991743	AMAZON MKTPL*NH61R2MW0 AMZN.COM/BILL WA P.O.S.: 113-9221732-85194 SALES TAX: 0.00	63.50
06-13	06-12	24943005164225224089684	COSTCO WHSE #0786 BRIGHTON MI P.O.S.: 00006064 SALES TAX: 17.35	306.53
06-13	06-12	24943005164225224089692	COSTCO WHSE #0786 BRIGHTON MI P.O.S.: 00008629 SALES TAX: 19.26	340.22
06-16	06-13	24692165165108187220732	AMAZON MKTPL*NA72E94V1 AMZN.COM/BILL WA P.O.S.: 113-0017523-96978 SALES TAX: 0.00	66.72
06-17	06-16	24275395167900013500048	CES 263 BRIGHTON MI	202.45
06-19	06-18	24943005170229168413902	COSTCO WHSE #0786 BRIGHTON MI P.O.S.: 00004437 SALES TAX: 15.37	271.56
06-24	06-23	24943005175232441370464	COSTCO WHSE #0786 BRIGHTON MI P.O.S.: 00226446 SALES TAX: 32.89	580.93

ACCT. NUMBER: [REDACTED]

GREEN OAK TWP

INDIVIDUAL CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-25	06-24	24692165175104786037534	SQ *SUPERIOR APPLIANCE RE GOSQ.COM MI P.O.S.: 00011529215156203 SALES TAX: 5.94	99.00
Total Purchasing Activity				\$1,958.57

KEVIN GENTRY [REDACTED]	CREDITS \$0.00	PURCHASES \$470.15	CASH ADV \$0.00	TOTAL ACTIVITY \$470.15
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ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-04	06-03	24692165154109021267478	AMAZON MKTPL*NH7ZP3OW2 AMZN.COM/BILL WA P.O.S.: 113-9641308-56194 SALES TAX: 0.00	57.99
06-09	06-06	24692165157101685819618	AMAZON MKTPL*N67IA6IC1 AMZN.COM/BILL WA P.O.S.: 111-3950681-17730 SALES TAX: 0.00	8.88
06-10	06-09	24000975160864700593948	THE UPS STORE 2109 810-2295057 MI P.O.S.: V2109-29250609194 SALES TAX: 0.00	13.39
06-12	06-11	24692165162106123915913	AMAZON MKTPL*NH06F6D60 AMZN.COM/BILL WA P.O.S.: 111-2345484-91642 SALES TAX: 0.00	63.86
06-16	06-13	24692165164107492856942	AMAZON MKTPL*NA7O57QE2 AMZN.COM/BILL WA P.O.S.: 111-4748151-94138 SALES TAX: 0.00	37.99
06-16	06-15	24692165167100062735213	AMAZON MKTPL*NO7365FZ2 AMZN.COM/BILL WA P.O.S.: 114-0837279-77586 SALES TAX: 0.00	7.59
06-18	06-17	24692165168101447195122	AMAZON MKTPL*NA8650QQ0 AMZN.COM/BILL WA P.O.S.: 112-3229974-95714 SALES TAX: 0.00	42.48
06-23	06-20	24692165171101467874320	SPI*DIRECTV STREAM 800-531-5000 CA P.O.S.: 49171858 SALES TAX: 6.50	129.99
06-30	06-30	24204295181001102344081	FUBOTV INC 844-4413826 NY P.O.S.: 792d99e47a010a9a302dd34d7 SALES TAX: 0.00	107.98
Total Purchasing Activity				\$470.15

ASSESSOR DEPARTMENT [REDACTED]	CREDITS \$0.00	PURCHASES \$188.43	CASH ADV \$0.00	TOTAL ACTIVITY \$188.43
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ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-18	06-17	24801975168376513142618	BIG FROG CUSTOM T-SHIRTS BRIGHTON MI P.O.S.: PO 168101044202 SALES TAX: 4.42	110.73
06-18	06-17	24801975168376513142626	BIG FROG CUSTOM T-SHIRTS BRIGHTON MI P.O.S.: PO 168173245444 SALES TAX: 3.10	77.70
Total Purchasing Activity				\$188.43

STEVEN KRAMER [REDACTED]	CREDITS \$0.00	PURCHASES \$2,457.16	CASH ADV \$0.00	TOTAL ACTIVITY \$2,457.16
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ACCOUNTING CODE:

INDIVIDUAL CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-23	06-20	24430995171379973003561	CDW GOVT #AE63K3U 800-808-4239 IL P.O.S.: POLICE DEPARTMENT SALES TAX: 0.00	2,293.24
Total Purchasing Activity				\$2,293.24

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-23	06-22	24393495174017670065763	SHANTY CREEK RESORT BELLAIRE MI	43.04
06-25	06-24	24137465175500942856781	TST* SHORT'S BREWING COMP BELLAIRE MI P.O.S.: ap/htsNnfUOwjT3V5 SALES TAX: 4.58	120.88
Total Travel Activity				\$163.92

ROB BRADFORD	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$40.41	\$0.00	\$40.41
ACCOUNTING CODE:				

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-24	06-23	24393495175017680818853	SHANTY CREEK RESORT BELLAIRE MI	17.50
06-25	06-24	24393495176017691017502	SHANTY CREEK RESORT 231-5333000 MI	11.77
06-26	06-25	24393495177017700751561	SHANTY CREEK RESORT 231-5333000 MI	11.14
Total Travel Activity				\$40.41



GREEN OAK CHARTER TOWNSHIP FIRE DEPARTMENT

Kevin Gentry, Fire Chief

MEMORANDUM

To: Green Oak Charter Township Board Members
From: Chief Kevin Gentry 
Date: June 29, 2025
Re: AED purchase request

As the Board may recall, the Department has an AED (automated external defibrillator) on every apparatus to deal with any cardiac arrest situation that might be encountered with the general public or FD staff. Several of the Department's AEDs have reached the end of their life, and pads are no longer made for them (a similar thing happened with the Township Hall's AED last year). The Department budgeted to buy an AED, which costs \$3,555 list, this year in its capital equipment budget, with a plan to do the same for several coming years.

One AED manufacturer, Stryker, now has a sale going on. The AEDs are almost half price \$1,851.00, and there is an interest free financing program available that allows the purchase to be financed over three years if five or more AEDs are purchased. What this means is that the Department could buy five AEDs now, for the price of two and a half at list price, and pay over time the amount it budgeted this year for the first year and a similar amount for the next two years.

This is obviously a very good price, and while these AEDs are different from the Department's current ones, their pads are interchangeable with Livingston County EMS and Huron Valley Ambulance's LifePack 35 pads. This means that the AED can be undone and the responding EMS unit's heart monitor hooked up with just the plugging in a cable and that the Fire Department's pads will no longer need to be pulled off the patient's chest to allow new EMS pads to be used when the ambulance arrives. Moreover, since the ambulance agencies use the same pads, they will resupply us with new pads on scene at no cost to the Department. That will save a considerable amount of the Department's medical budget as pads are around \$100 each now and we use a few sets a month.

The financing program requires payment of \$3,348.00 each year for three years. This is actually less than the Department budgeted for one AED and with this program we can get five new ones now and replace all of the obsolete ones we have still in service. At zero percent interest, this is obviously an attractive offer and a good way to maximize the Department's funds and the time value of those funds. Accordingly, I recommend purchasing five LifePack CR2 AEDs for \$10,046.05 from Stryker, to be financed with three annual payments of \$3,348.00, the first one being due concurrent with this contract.

I am happy to address any questions or concerns any Board may have. Please feel free to contact me if that is the case. Thank you for your consideration.



Green Oak- AED

Quote Number: 11074768

Remit to: Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Version: 1

Prepared For: GREEN OAK CHARTER TWP FIRE DEPT
Attn:

Rep: Maegan Beveridge
Email: maegan.beveridge@stryker.com
Phone Number:

Quote Date: 06/25/2025

Expiration Date: 09/23/2025

Contract Start: 02/25/2025

Contract End: 02/24/2026

Delivery Address		Sold To - Shipping		Bill To Account	
Name:	GREEN OAK CHARTER TWP FIRE DEPT	Name:	GREEN OAK CHARTER TWP FIRE DEPT	Name:	GREEN OAK CHARTER TWP FIRE DEPT
Account #:	20141417	Account #:	20141417	Account #:	20141417
Address:	9420 WHITMORE LAKE RD BRIGHTON Michigan 48116-8608	Address:	9420 WHITMORE LAKE RD BRIGHTON Michigan 48116-8608	Address:	9420 WHITMORE LAKE RD BRIGHTON Michigan 48116-8608

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99512-000970	LIFEPAK CR2 Cellular Defibrillator, Semi-Automatic, English, carrying case	5	\$1,851.85	\$9,259.25
2.0	11101-000021	QUIK-STEP pacing/ECG/defibrillation electrodes, 4 year. Includes electrode cover, 1 set of adult/ pediatric electrodes, LPCR2	5	\$94.00	\$470.00
				Equipment List Price:	\$17,775.00
				Equipment Total:	\$9,729.25

Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
TR-PHG3P-LPCR2	TRADE-IN-CARDIAC SCIENCE POWERHEART G3 PRO TOWARDS PURCHASE OF LIFEPAK CR2	5	-\$250.00	-\$1,250.00

Data Solutions:

#	Product	Description	Qty	Sell Price	Total
3.0	50998-000027	LIFEPAK CR2 Data Plan 8yr	5	\$309.60	\$1,548.00



Green Oak- AED

Quote Number: 11074768

Remit to: Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Version: 1

Prepared For: GREEN OAK CHARTER TWP FIRE DEPT
Attn:

Rep: Maegan Beveridge
Email: maegan.beveridge@stryker.com
Phone Number:

Quote Date: 06/25/2025

Expiration Date: 09/23/2025

Contract Start: 02/25/2025

Contract End: 02/24/2026

Data Solutions List Price:	\$2,580.00
Data Solutions Total:	\$1,540.00

Price Totals:

Total List Price:	\$20,355.00
Estimated Sales Tax (0.0000%):	\$0.00
Freight/Shipping:	\$10.00
Grand Total:	\$10,040.00

Comments:

Prices: In effect for 30 days

Terms: Net 30 Days

Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at https://techweb.stryker.com/Terms_Conditions/index.html.

Flex Financial, a division of Stryker Sales, LLC
1941 Stryker Way
Portage, MI 49002
t: 1-888-308-3146



Date: June 24, 2025

RE: Reference no:0110259403

GREEN OAK CHARTER TOWNSHIP
9420 WHITMORE LAKE RD
BRIGHTON, Michigan 48116-8608

Thank you for choosing Stryker for your equipment needs. Enclosed please find the documents necessary to enter into the arrangement. Once all of the documents are completed, properly executed and returned to us, we will issue an order for the equipment.

PLEASE COMPLETE ALL ENCLOSED DOCUMENTS TO EXPEDITE THE SHIPMENT OF YOUR ORDER.

**Short Form Conditional Sale Agreement
Exhibit A - Detail of Equipment
State and Local Government Rider**

****Conditions of Approval: Accounts Payable Contact Information, State and Local Government Rider**

PLEASE PROVIDE THE FOLLOWING WITH THE COMPLETED DOCUMENTS:

Federal Tax ID number:	_____	Accounts Payable contact:	_____
Purchase order number:	_____	Accounts Payable Email:	_____
Upfront payment check number (if applicable):	_____	Accounts Payable Phone:	_____
		Accounts Payable Address:	_____
Administrative Contact(s):			
Administrative contact name:	_____	Administrative contact name:	_____
Email address:	_____	Email address:	_____
Phone number:	_____	Phone number:	_____

Please send completed documents to your Stryker team for processing or fax documents to (877) 204-1332.

If you have any questions regarding these documents, please contact your Stryker team.

The proposal evidenced by these documents is valid through the last business day of June, 2025

Sincerely,
Flex Financial, a division of Stryker Sales, LLC

Notice: To help the government fight the funding of terrorism and money laundering activities, U.S. Federal law requires financial institutions to obtain, verify and record information that identifies each person (individuals or businesses) who opens an account. What this means for you: When you open an account or add any additional service, we will ask you for your name, address, federal employer identification number and other information that will allow us to identify you. We may also ask to see other identifying documents. For your records, the federal employer identification number for Flex Financial, a Division of Stryker Sales, LLC is 38-2902424.

Owner ("we" or "us"):
Flex Financial, a division of Stryker Sales, LLC
1941 Stryker Way
Portage, MI 49002

Customer name and address ("You" and "Your"): GREEN OAK CHARTER TOWNSHIP 9420 WHITMORE LAKE RD BRIGHTON, Michigan 48116-8608	Equipment Location: 9420 WHITMORE LAKE RD BRIGHTON, Michigan 48116-8608 Supplier: Stryker Sales, LLC, 3800 E. Centre Avenue, Portage, MI 49002 Equipment description: see Exhibit A (and/or as described in invoice(s) or equipment list attached hereto and made a part hereof)
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Payment information

Number of payments	Payment frequency	Payment amount
3	Annual	\$3,348.68 (First payment due 30 days after Agreement is commenced), (plus applicable sales/use taxes - see "Taxes" section below)

Terms and conditions:

1. Purchase agreement/ acceptance/ payments: You agree to purchase from us the Equipment and services, if any, described above and on any attached schedule (the "Equipment") in accordance with the terms of this Agreement (this "Agreement"). You shall be deemed to have accepted the Equipment for purchase under this Agreement on the date that is ten (10) days after the date it is shipped to you by the Supplier ("Acceptance Date") and, at our request, you shall confirm for us such acceptance in writing. No acceptance of any item of Equipment may be revoked by you. You agree to pay the Payments described above ("Payments") beginning on the Acceptance Date or any later date we designate and thereafter until all fully paid. Unless otherwise instructed by us in writing, all Payments and other amounts due hereunder shall be made to our address above. This Agreement is non-cancelable and may not be prepaid. Your obligations under this Agreement (your "Obligations") are absolute, unconditional, and are not subject to cancellation, defense, recoupment, reduction, setoff or counterclaim. If a Payment is not made when due, you will pay us a late charge of 5% of each Payment or \$10.00, whichever is greater, but only to the extent permitted by law. We may charge you a fee of \$55.00 for any check that is returned. You authorize us to adjust the Payments at any time if taxes included in the Payments differ from our estimate. You agree that the Payments were calculated by us based, in part, on an interest rate equivalent as quoted on Bloomberg under the SOFR Swap Rate, that would have a repayment term equivalent to the Term (or an interpolated rate if a like-term is not available) as reasonably determined by us (and if the SOFR Swap Rate is no longer provided by Bloomberg, such rate shall be determined in good faith by us from such sources as we shall determine to be comparable to Bloomberg [or any successor]) and in the event the Term of this Agreement starts more than 30 days after we send this Agreement to you, we may adjust the Payments once to compensate us, in good faith, for any increase in such rate. "SOFR" with respect to any day means the secured overnight financing rate published for such day by the Federal Reserve Bank of New York, as the administrator of the benchmark, (or a successor administrator) on the Federal Reserve Bank of New York's Website as quoted by Bloomberg.

2. Ownership/security interest/laws/use/maintenance: Upon acceptance of the Equipment by you, you shall hold title to and be the owner of the Equipment for all purposes including, without limitation, tax purposes. The purchase of the Equipment by you under this Agreement shall be "AS IS, WHERE IS", without representation or warranty of any kind from us, provided that this Agreement shall not impair any express warranties or indemnifications, written service agreements or other obligations of Stryker Corporation or any of its subsidiaries to you regarding the Equipment and we hereby assign all of our rights in any Equipment warranties to you. As security for all of your Obligations, you hereby grant to us a first priority security interest in all of your rights, title and interests in the Equipment, all replacements, additions, accessions, accessories and substitutions thereto or therefore and all proceeds and products thereof, including, without limitation, all proceeds of insurance. Upon timely payment of all amounts due hereunder (plus all applicable Taxes), our security interest in the Equipment shall terminate and you shall be the owner of the Equipment, free and clear of any interest created by us. You agree not to permit any lien, security interest (except ours), claim or encumbrance to be placed upon the Equipment. You shall comply with all applicable laws, rules and regulations and manufacturer's specifications and instructions concerning the operation, ownership, use and/or possession of the Equipment. You must, at your cost, keep the Equipment in good working condition. If Payments include maintenance and/or service costs, you agree that (i) no Assignee (as defined below) is responsible to provide the maintenance or service, (ii) you will make all maintenance and service related claims to the persons providing the maintenance, service or warranty, and (iii) any maintenance, warranty or service claims will not impact your Obligations. The Equipment cannot be moved from the location above without our prior written consent.

3. Taxes: You shall pay when and as due all sales, use, property, excise and other taxes, and all license and registration fees now or hereafter imposed by any governmental body or agency upon this Agreement or the ownership, use, or sale of the Equipment, together with all interest and penalties for their late payment or non-payment ("Taxes"). You shall indemnify and hold us harmless from any such Taxes. You shall prepare and file all tax returns relating to Taxes for which you are responsible hereunder. If we receive any tax bill pertaining to the Equipment from the appropriate taxing authority, we may, without obligation, pay such tax and if we pay such tax bill we will invoice you for the expense. Upon receipt of such invoice, you will promptly reimburse us for such expense.

4. Assignment: You agree not to transfer, sell, lease, assign, pledge or encumber the Equipment or any rights under this Agreement without our prior written consent, which consent shall not be unreasonably withheld, and if you do, even with our consent, you will still be fully responsible for all your Obligations. You shall provide us with at least 45 days' prior written notice of any change to your principal place of business, organization or incorporation. You agree that we may, without notice to you, sell, assign, or transfer ("Transfer") this Agreement to a third party (each, an "Assignee"), and each Assignee will have our Transferred rights, but none of our obligations, and such rights will not be subject to any claims, recoupment, defenses, or setoffs that you may have against us or any supplier even though an Assignee may continue to bill and collect all of your Obligations in the name of "Flex Financial, a division of Stryker Sales, LLC."

5. Risk of loss, insurance and reimbursement: Effective upon delivery to you, you shall bear all risk of Equipment loss or damage. If any such loss or damage occurs you still must satisfy all of your Obligations. You will (i) keep the Equipment insured against all risks of loss or damage for an amount equal to its replacement cost, (ii) list us as the insurance sole loss payee and (iii) give us written proof of the insurance. If you do not provide such insurance, we have the right, without obligation, to obtain such insurance and add an insurance fee (which may include a profit) to the amount due from you. You will obtain and maintain comprehensive public liability insurance naming us as an additional insured with coverages and amounts acceptable to us. To the extent not expressly prohibited by applicable law, you will reimburse and defend us, including each Assignee for and against any losses, injuries, damages, liabilities, expenses, claims or legal proceedings asserted against or incurred by us, including any Assignee, relating to the Equipment and which relate to or arise out of your act or omission or the act or omission of your agents or employees or others (excluding us) with access to the Equipment. The terms of this paragraph will continue after the termination of this Agreement.

6. Default remedies: You are in default under this Agreement if: a) you fail to pay a Payment or any other amount when due; or b) you breach any other obligation under this Agreement; or c) your principal owner or any guarantor of this Agreement dies; or d) you or any guarantor dissolves, ceases to do business as a going

concern, becomes insolvent, bankrupt, merges, or is sold; or e) you or any guarantor fails to pay any other material obligation owed to us or any of our affiliates. Upon default, we may: a) declare the entire balance of unpaid Payments immediately due and payable; b) sue you for and receive the total amount due with future Payments discounted to the date of default at a rate of 3% per annum; c) charge you interest on all monies due at the rate of 18% per year or the highest rate permitted by applicable law from the date of default until paid; and/or d) require you to immediately return the Equipment to us or we may peaceably repossess it. Upon default, you will also pay all expenses including but not limited to reasonable attorneys' fees, legal costs, cost of storage and shipping incurred by us in the enforcement and attempted enforcement of any remedies under this Agreement. If the Equipment is returned or repossessed we will, if commercially reasonable, sell or otherwise dispose of the Equipment at terms we determine, at one or more public or private sales, with notice as required by law, and apply the net proceeds (after deducting any related expenses) to your Obligations. You remain liable for any deficiency with any excess being retained by us or applied as required by applicable law.

7. Miscellaneous: This Agreement shall be governed and construed in accordance with the laws of Michigan. You agree that the Equipment will only be used for business purposes and not for personal, family or household use. This Agreement may be executed in counterparts and any facsimile, photographic or other electronic transmission and/or electronic signing or manual signing of this Agreement by you and when manually countersigned by us or attached to our original signature counterpart shall constitute the sole original chattel paper as defined in the UCC for all purposes and will be admissible as legal evidence thereof; provided, however, that if this Agreement constitutes "electronic chattel paper" or "an electronic record evidencing chattel paper" under the UCC and both you and we have signed electronically, the version identified by us as the "single authoritative copy" is the chattel paper for purposes of perfection by control. You agree not to raise as a defense to the enforcement of this Agreement or any related documents hereto the fact that such documents were executed by electronic means. We may inspect the Equipment at any time prior to payment in full of your Obligations. No failure to act shall be deemed a waiver of any rights hereunder. If you fail to pay (within thirty days of invoice date) any freight, sales tax or other amounts related to the Equipment which are not financed hereunder and are billed directly by us to you, such amounts shall be added to the Payments set forth above (plus interest or additional charges thereon) and you authorize us to adjust such Payments accordingly. If you are required to report the components of your payment obligations hereunder to certain state and/or federal agencies or public health coverage programs such as Medicare, Medicaid, SCHIP or others, and such amounts are not adequately disclosed in any attachment hereto, then Stryker Sales, LLC will, upon your written request, provide you with a detailed outline of the components of your payments which may include equipment, software, service and other related components. You acknowledge that you have not received any tax or accounting advice from us. You agree that you shall upon request from us, promptly provide to us a copy of your most recent annual financial statements and any of your other financial information (including interim financial statements) that we may request. You authorize us to share such information with our affiliates, subsidiaries and Assignees. This Agreement, any schedules hereto, any attachments to this Agreement or any schedules and any express warranties made by Stryker Sales, LLC constitute the entire agreement between the parties hereto regarding the Equipment and its use and possession and supersede all prior agreements and discussions regarding the Equipment and any prior course of conduct. You waive all rights to any indirect, punitive, special or consequential damages in connection with the Equipment or this Agreement. There are no agreements, oral or written, between the parties which are contrary to the terms of this Agreement and such other documents. **YOU AGREE THAT THIS IS A NON-CANCELLABLE AGREEMENT AND WAIVE TRIAL BY JURY.**

I CERTIFY THAT I AM AUTHORIZED TO SIGN THIS AGREEMENT FOR CUSTOMER

Customer signature		Accepted by Flex Financial, a division of Stryker Sales, LLC	
Signature:	Date:	Signature:	Date:
Print name:		Print name:	
Title:		Title:	

Exhibit A to Short Form Conditional Sale Agreement Number 0110259403

Description of equipment

Customer name: GREEN OAK CHARTER TOWNSHIP

Delivery Location: 9420 WHITMORE LAKE RD, BRIGHTON, Michigan , 48116-8608

Part I - Equipment/Service Coverage (if applicable)

Model number	Equipment description	Quantity
SHIP TO:		
<u>GREEN OAK CHARTER TWP FIRE DEPT, 9420 WHITMORE LAKE RD, BRIGHTON, Michigan, 48116-8608, United States</u>		
99512-000970	CR2CAAAABFHBBBCDBCBAAAALPCR2 CONFIGURED UNIT	5
11101-000021	KIT, SHIPPING, SINGLE ELECTRODE, LPCR2, LL, MULTI	5
50998-000027	LIFEPAK CR2 Data Plan 8yr	5
TR-PHG3P-LPCR2	TR-CS PH G3 PRO TO CR2	5

Customer signature	
Signature:	Date:
Print name:	
Title:	

Accepted by Flex Financial, a division of Stryker Sales, LLC	
Signature:	Date:
Print name:	
Title:	

State and Local Government Customer Rider

This State and Local Government Customer Rider (the "Rider") is an addition to and hereby made a part of **Short Form Conditional Sale Agreement No. 0110259403** (the "Agreement") between **Flex Financial**, a division of Stryker Sales, LLC ("Owner") and **GREEN OAK CHARTER TOWNSHIP** ("Customer") to be executed simultaneously herewith and to which this Rider is attached. Capitalized terms used but not defined in this Rider shall have the respective meanings provided in the Agreement. Owner and Customer agree as follows:

1. Customer represents and warrants to Owner that as of the date of, and throughout the Term of, the Agreement: (a) Customer is a political subdivision of the state or commonwealth in which it is located and is organized and existing under the constitution and laws of such state or commonwealth; (b) Customer has complied, and will comply, fully with all applicable laws, rules, ordinances, and regulations governing open meetings, public bidding and appropriations required in connection with the Agreement, the performance of its obligations under the Agreement and the acquisition and use of the Equipment; (c) The person(s) signing the Agreement and any other documents required to be delivered in connection with the Agreement (collectively, the "Documents") have the authority to do so, are acting with the full authorization of Customer's governing body, and hold the offices indicated below their signatures, each of which are genuine; (d) The Documents are and will remain valid, legal and binding agreements, and are and will remain enforceable against Customer in accordance with their terms; and (e) The Equipment is essential to the immediate performance of a governmental or proprietary function by Customer within the scope of its authority and will be used during the Term of the Agreement only by Customer and only to perform such function. Customer further represents and warrants to Owner that, as of the date each item of Equipment becomes subject to the Agreement and any applicable schedule, it has funds available to pay all Agreement payments payable thereunder until the end of Customer's then current fiscal year, and, in this regard and upon Owner's request, Customer shall deliver in a form acceptable to Owner a resolution enacted by Customer's governing body, authorizing the appropriation of funds for the payment of Customer's obligations under the Agreement during Customer's then current fiscal year.

2. To the extent permitted by applicable law, Customer agrees to take all necessary and timely action during the Agreement Term to obtain and maintain funds appropriations sufficient to satisfy its payment obligations under the Agreement (the "Obligations"), including, without limitation, providing for the Obligations in each budget submitted to obtain applicable appropriations, causing approval of such budget, and exhausting all available reviews and appeals if an appropriation sufficient to satisfy the Obligations is not made.

3. Notwithstanding anything to the contrary provided in the Agreement, if Customer does not appropriate funds sufficient to make all payments due during any fiscal year under the Agreement and Customer does not otherwise have funds available to lawfully pay the Agreement payments (a "Non-Appropriation Event"), and provided Customer is not in default of any of Customer's obligations under such Agreement as of the effective date of such termination, Customer may terminate such Agreement effective as of the end of Customer's last funded fiscal year ("Termination Date") without liability for future monthly charges or the early termination charge under such Agreement, if any, by giving at least 60 days' prior written notice of termination ("Termination Notice") to Owner.

4. If Customer terminates the Agreement prior to the expiration of the end of the Agreement's initial (primary) term, or any extension or renewal thereof, as permitted under Section 3 above, Customer shall (i) on or before the Termination Date, at its expense, pack and insure the related Equipment and send it freight prepaid to a location designated by Owner in the contiguous 48 states of the United States and all Equipment upon its return to Owner shall be in the same condition and appearance as when delivered to Customer, excepting only reasonable wear and tear from proper use and all such Equipment shall be eligible for manufacturer's maintenance, (ii) provide in the Termination Notice a certification of a responsible official that a Non-Appropriation Event has occurred, (iii) deliver to Owner, upon request by Owner, an opinion of Customer's counsel (addressed to Owner) verifying that the Non-Appropriation Event as set forth in the Termination Notice has occurred, and (iv) pay Owner all sums payable to Owner under the Agreement up to and including the Termination Date.

5. Any provisions in this Rider that are in conflict with any applicable statute, law or rule shall be deemed omitted, modified or altered to the extent required to conform thereto, but the remaining provisions hereof shall remain enforceable as written.

Customer signature	
Signature:	Date:
Print name:	
Title:	

Accepted by Flex Financial, a division of Stryker Sales, LLC	
Signature:	Date:
Print name:	
Title:	



GREEN OAK CHARTER TOWNSHIP FIRE DEPARTMENT

Kevin Gentry, Fire Chief

MEMORANDUM

To: Green Oak Charter Township Board Members
From: Chief Kevin Gentry *[Signature]*
Date: June 29, 2025
Re: RIT Pack Purchase Request

As the Board may recall, the Department four Rapid Intervention Team (RIT) Packs in service on each of its engines. These are rescue air packs that have a large air bottle and various fittings and equipment designed to be used to aid in the rescue of a low on air or downed firefighter. Nationwide these devices have proven useful in saving firefighter's lives. While the Department routinely responds with engines to most fires, sometimes Ladder 81, the Department's aerial truck is, when it is a large commercial structure, the first unit to respond from Station 81. Additionally, on some mutual aid responses, Ladder 81 may be the only unit from our Department that responds to a fire.

Accordingly, having a RIT pack on the new Ladder 81, which has room to carry one but is currently not equipped with one, would make sense for firefighter safety and survival reasons. This device is made by Scott, as are our SCBA (air packs) and while it has universal fittings in case a firefighter from another Department needs help, it is by far best to buy a RIT unit that matches the Department's SCBA packs. The Department's vendor for these packs is MES and we have obtained a quote of \$6,100.31 for a RIT pack with 60 minute air bottle. I thus ask that the Board approve the purchase of this RIT pack from MES for \$6,100.31.

I am happy to address any questions or concerns any Board may have. Please feel free to contact me if that is the case. Thank you for your consideration.



(877) 637-3473

Quote

Quote # QT1951063
Date 06/18/2025
Expires 07/03/2025
Sales Rep Bittikofer, Rob
PO # RIT PACK 3
Shipping Method FedEx Ground
Customer Green Oak Charter Twp Fire Dept (MI)
Customer # C241998

Bill To

GREEN OAK CHARTER TWP FIRE DEPT
(MI)
9384 WHITEMORE LAKE ROAD
BRIGHTON MI 48116
United States

Ship To

GREEN OAK CHARTER TWP FIRE DEPT
(MI)
9384 WHITEMORE LAKE ROAD
BRIGHTON MI 48116
United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
804723-01			(HM) CYL&VLV CARBON 60	1	\$1,724.20	\$1,724.20
200954-32			RIT-PAK III,4.5,LG,C5,RECTUS	1	\$4,376.11	\$4,376.11

Subtotal \$6,100.31

Shipping Cost \$0.00

Tax Total \$0.00

Total \$6,100.31

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1951063



SCOTT™
Fire & Safety

3M™ Scott™ RIT-Pak III

Emergency Air-Supply System





3M™ Scott™ RIT-Pak III

Designed by firefighters and rapid intervention team (RIT) instructors.

When a call comes in for a structure fire with possible entrapment, or a mayday is issued for a firefighter in distress, the last thing that should be on the minds of the RIT team is the equipment needed to perform the rescue. The RIT-Pak III is an exceptional, universal tool upon which rescue teams can confidently rely.

3M Scott's RIT-Pak III is the industry's first all-inclusive emergency air-supply system and works in mutual aid situations regardless of SCBA used by neighboring departments. Developed with input from RIT instructors and firefighters from across the country, the RIT-Pak III is the most comprehensive RIT system on the market. Specifically designed for RIT or emergency response teams, the RIT-Pak III is field designed and tested.

Carrying Device

- A protective skid plate reduces friction when the RIT-Pak III is dragged and makes it easier to identify the orientation of the bag in low visibility, stressful environments
- Two convenient storage pouches allow for easy access to rescue tools and rescue rope
- The high-visibility orange fabric and 3M™ Scotchlite™ Reflective Material improve the visibility of the RIT-Pak III
- An easy-to-remove and adjustable length shoulder strap allows for carrying and dragging
- Pull handles offer tactile identification of low-pressure and high-pressure compartments in low visibility conditions
- Optional strap assembly to allow for the RIT-Pak III to be carried in a manner similar to a duffle bag

Pneumatics

- An external pressure gauge provides pressure indicator lights similar to those used on the heads-up display on the 3M™ Scott™ Air-Pak™ SCBA
- A universal high-pressure charging wand and a low-pressure hose with dual manifold offer versatility in providing emergency breathing air to a firefighter in distress
- An audible bell alarm provides notification when the RIT-Pak III has reached 25% of the rated cylinder pressure, and complements the pressure indicator lights on the external gauge

Facepiece

- The facepiece, a modified 3M™ Scott™ AV-3000 SureSeal Facepiece or 3M™ Scott™ Vision C5 Facepiece, has a simple-to-use donning handle, helping to strap onto a downed firefighter or victim

High-Pressure

Compartment includes:

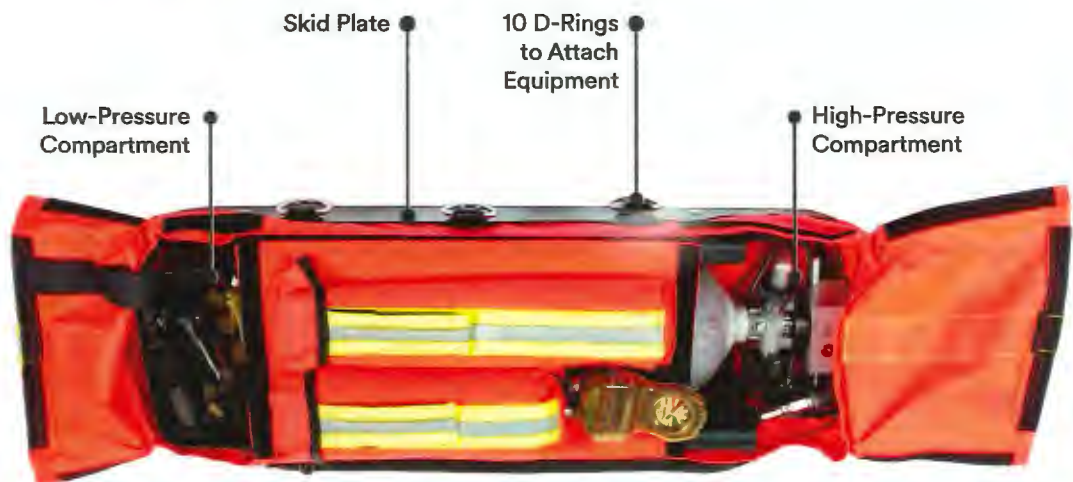
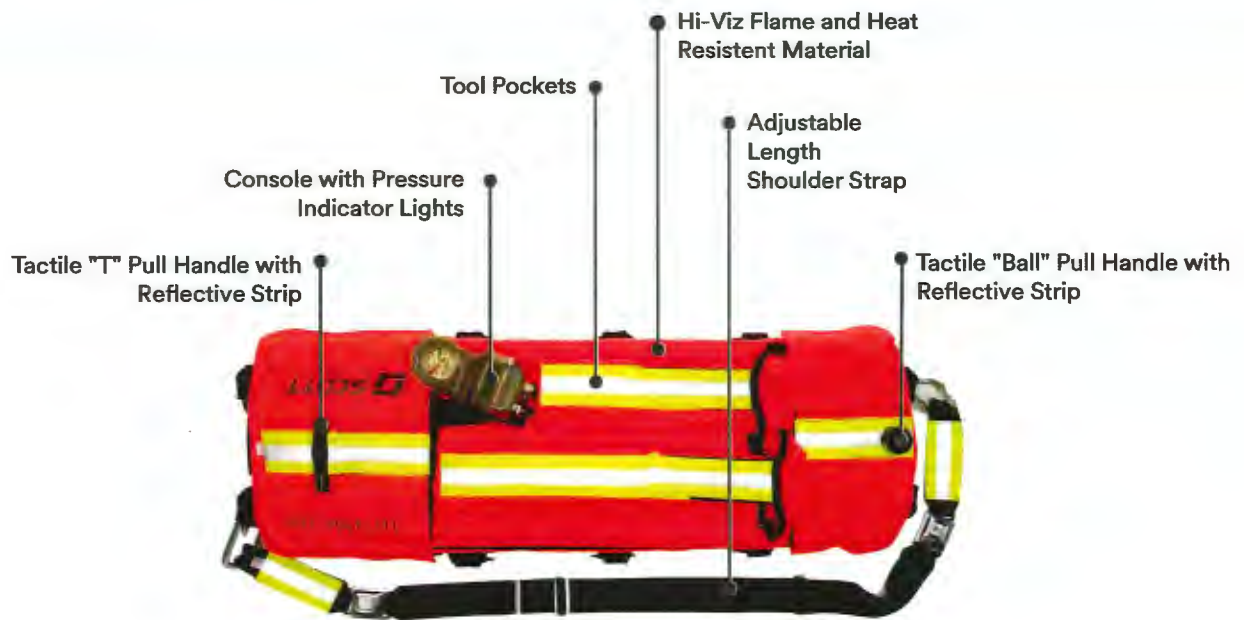
- Universal Charging Wand
- Pressure Reducer
- Audible Low-Pressure Alarm
- Cylinder Valve

Low-Pressure Compartment includes:

- Facepiece
- Regulator
- Low-Pressure Manifold

Bag Dimensions:

- Length: 33 in.
- Width: 10.5 in.
- Height: 8.5 in.



Features



Low-Pressure Hose and Dual Manifold (with Hansen or Rectus fittings)



Facepiece



Console

3M™ Scott™ RIT-Pak III

Specifications and Ordering Information.

RIT-Pak III (Less Cylinder)

Part Number	Bag Size	Pressure (psig)	Carrying Bag	6' EBSS Hose	5' RIC Hose	Facepiece Model	Regulator Model
200954-01	Large	2216	•	Hansen	•	AV-3000 SureSeal	E-Z Flo
200954-02	Large	4500	•	Hansen	•	AV-3000 SureSeal	E-Z Flo
200954-05	Large	5500	•	Hansen	•	AV-3000 SureSeal	E-Z Flo
200954-11	Large	2216	•	Rectus	•	AV-3000 SureSeal	E-Z Flo
200954-12	Large	4500	•	Rectus	•	AV-3000 SureSeal	E-Z Flo
200954-15	Large	5500	•	Rectus	•	AV-3000 SureSeal	E-Z Flo
200954-21	Large	2216	•	Hansen	•	Vision C5	E-Z Flo C5
200954-22	Large	4500	•	Hansen	•	Vision C5	E-Z Flo C5
200954-25	Large	5500	•	Hansen	•	Vision C5	E-Z Flo C5
200954-31	Large	2216	•	Rectus	•	Vision C5	E-Z Flo C5
200954-32	Large	4500	•	Rectus	•	Vision C5	E-Z Flo C5
200954-35	Large	5500	•	Rectus	•	Vision C5	E-Z Flo C5

Cylinders

Part Number	Description
804840-01	2.2, 30 min, Cylinder and Valve
804721-01	4.5, 30 min, Cylinder and Valve
804722-01	4.5, 45 min, Cylinder and Valve
804723-01	4.5, 60 min, Cylinder and Valve
200930-01	5.5, 30 min, Cylinder and Valve
200969-01	5.5, 45 min, Cylinder and Valve
200972-01	5.5, 60 min, Cylinder and Valve
200975-01	5.5, 75 min, Cylinder and Valve

Replacement Parts (Spares)

Part Number	Description
200955-01	RIT-Pak III Bag, Less Shoulder Strap
200989-01	RIT-Pak III, Shoulder Strap Assembly
200959-01	RIT-Pak III, AV-3000 SureSeal Facepiece
200962-01	RIT-Pak III, E-Z Flo Regulator, Hansen
200962-02	RIT-Pak III, E-Z Flo Regulator, Rectus
200991-01	RIT-Pak III, Carrying Strap
201825-01	Vision C5 Facepiece, RIT-Pak Variant
201673-01	RIT-Pak III, E-Z Flo C5 Regulator, Hansen
201673-02	RIT-Pak III, E-Z Flo C5 Regulator, Rectus



3M Scott Fire & Safety

Personal Safety Division
Monroe Center, P.O. Box 569
Monroe, NC 28111

Phone 1-800-247-7257
Email US-3M-ScottMonroeCSR@mmm.com
Web 3M.com/ScottFire
3M.ca/ScottFire

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AGENDA ITEM SHEET

MEETING DATE: July 16, 2025

PERSON PLACING ITEM ON AGENDA: Mark St. Charles, Supervisor

AGENDA TOPIC: Required Signal Audit – Grant Related

TOPIC EXPLANATION:

Based on the grant that the Township received for the ladder apparatus, the federal government is requiring the township to complete a signal audit, and this is coming from our auditor, John Pfeffer. This is something that they cannot complete and have recommended the company of Maner Costerisan since they are equipped to handle such audits.

SUPPORTING DOCUMENTATION

Maner Costerisan proposal dated July 9, 2025

POSSIBLE COURSES OF ACTION:

SUGGESTED MOTION:

TYPE OF VOTE: ROLL CALL X VOICE VOTE

StCharles, Mark

From: Bill Tucker <btucker@manercpa.com>
Sent: Wednesday, July 9, 2025 8:59 AM
To: JOHN PFEFFER; DEIRDRE JAGST
Cc: StCharles, Mark
Subject: RE: Green Oak Township
Attachments: 03.31.25 Green Oak Charter Township Eng Ltr.pdf

Mark,

Please find attached the engagement letter for the single audit. Once approved next week, please send me the signed engagement letter back and we will get started on our documentation and testing of the federal program.

Thanks,

Bill Tucker, CPA | Principal

 (517) 323-7500 |  (517) 999-5808
 btucker@manercpa.com
2425 E Grand River Ave Ste 1, Lansing, MI 48912
manercpa.com

From: JOHN PFEFFER <JPFEFFER@PHPCPA.COM>
Sent: Tuesday, July 8, 2025 4:23 PM
To: Bill Tucker <btucker@manercpa.com>; DEIRDRE JAGST <DJAGST@PHPCPA.COM>
Cc: StCharles, Mark <mark.stcharles@greenoaktwp.com>
Subject: RE: Green Oak Township

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Bill, I talked to Mark St Charles the Green Oak Township supervisor and he asked if you could send over the engagement letter by noon tomorrow so he can get it approved next week. Thanks for your help. John

From: Bill Tucker <btucker@manercpa.com>
Sent: Tuesday, July 8, 2025 4:13 PM
To: DEIRDRE JAGST <DJAGST@PHPCPA.COM>; JOHN PFEFFER <JPFEFFER@PHPCPA.COM>
Subject: RE: Green Oak Township

Sounds good and looks straightforward. We would need to issue the single audit separate and after you issue the financial statement audit, do you have a time for completing that audit?

I can work on putting together an engagement letter for the Township for these services. Do you want to have a conversation with them before I send it over? If so, just let me know when it would be acceptable to send it to them and the contact information.

Thanks,

Bill Tucker, CPA | Principal

(517) 323-7500 | (517) 999-5808

@ btucker@manercpa.com

2425 E Grand River Ave Ste 1, Lansing, MI 48912

manercpa.com

From: DEIRDRE JAGST <DJAGST@PHPCPA.COM>

Sent: Tuesday, July 8, 2025 2:55 PM

To: Bill Tucker <btucker@manercpa.com>; JOHN PFEFFER <JPFEFFER@PHPCPA.COM>

Subject: Re: Green Oak Township

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Bill

Here is the agreement.

They have spent some remaining ARPA funds for general expenses and they have a \$26K fire grant that we are waiting on the agreement - don't know if its fed or state.

Deirdre

From: Bill Tucker <btucker@manercpa.com>

Sent: Tuesday, July 8, 2025 2:17 PM

To: JOHN PFEFFER <JPFEFFER@PHPCPA.COM>

Cc: DEIRDRE JAGST <DJAGST@PHPCPA.COM>

Subject: RE: Green Oak Township

John and Deirdre,

We should not have a problem fitting a single audit like this into our schedule here in July. We have traditionally done these single audits for a fee of \$8,000-\$10,000 depending on complexity, because this one does not seem to complex it would be the \$8,000.

As for items that we would need to get started –

- We would need your financial audit to be in accordance with *Government Auditing Standards*, and for you to issue a GAS internal control letter to be included with the audit report.

- Copy of the grant award. Deirdre, I know you mentioned the grant was for \$750,000, but did they expend all of these funds during the fiscal year (i.e., exactly \$750,000 of expenditures?) and were there any other federal funds expended by the Township.

Thanks,

Bill Tucker, CPA | Principal

(517) 323-7500 | (517) 999-5808

btucker@manercpa.com

2425 E Grand River Ave Ste 1, Lansing, MI 48912

manercpa.com



DISCLAIMER: Any accounting, business or tax advice contained in this communication, including attachments and enclosures, is not intended as a thorough, in-depth analysis of specific issues, nor a substitute for a formal opinion, nor is it sufficient to avoid tax-related penalties. If desired, Maner Costerisan would be pleased to perform the requisite research and provide you with a detailed written analysis. Such an engagement may be the subject of a separate engagement letter that would define the scope and limits of the desired consultation services. NOTICE: The contents of this e-mail and any attachments to it may contain privileged and confidential information from Maner Costerisan, P.C. This information is only for the viewing or use of the intended recipient. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or use of, or the taking of any action in reliance upon, the information contained in this e-mail, or any of the attachments to this e-mail, is strictly prohibited and that this e-mail and all of the attachments to this e-mail, if any, must be immediately returned to Maner Costerisan, P.C. or destroyed and, in either case, this e-mail and all attachments to this e-mail must be immediately deleted from your computer without making any copies thereof. If you have received this e-mail in error, please notify Maner Costerisan, P.C. by e-mail immediately.

From: JOHN PFEFFER <JPFEFFER@PHPCPA.COM>

Sent: Tuesday, July 8, 2025 11:01 AM

To: Bill Tucker <btucker@manercpa.com>

Cc: DEIRDRE JAGST <DJAGST@PHPCPA.COM>

Subject: Green Oak Township

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Bill, Hope your summer is going well. I wanted to reach out to you regarding one of our townships that might need a single audit for the fiscal year ended March 31, 2025. Deirdre will follow up with you regarding the circumstances and we would like to know if you have time to do it and approximately the fee. It turns out that a grant to purchase a fire truck might push them into a single audit. Thanks for you help. John



2425 E. Grand River Ave.,
Suite 1, Lansing, MI 48912
☎ 517.323.7500
📠 517.323.6346

July 9, 2025

Green Oak Charter Township
10001 Silver Lake Road
Brighton, MI 48116

We are pleased to confirm our understanding of the services we are to provide Green Oak Charter Township. We will audit the schedule of expenditures of federal awards for the year ended March 31, 2025.

Audit Objectives

The objective of our audit is the expression of an opinion about whether the schedule of federal awards is fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. The objective also includes reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion, (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*; issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinion. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Trustees of Green Oak Charter Township. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the single audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports, or may withdraw from this engagement.

Management Responsibility

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements).

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the schedule of federal awards, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the schedule of federal awards to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the schedule of federal awards taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the schedule of federal awards. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings, if any, should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the schedule of expenditures of federal awards, and related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the schedule of federal awards; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the schedule of federal awards are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatement or noncompliance may exist and not be detected by us. We have advised you of the limitations of our audit regarding the detection of fraud and the possible effect on the schedule of federal awards (including misappropriation of cash or other assets). We have offered to perform, as a separate engagement, extended procedures specifically designed to detect fraud and you have declined to engage us to do so at this time. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the schedule of federal awards or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures - Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the schedule of federal awards and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the schedule of federal awards and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform test of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Green Oak Charter Township's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of Federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each Green Oak Charter Township's major programs. The purpose of those procedures will be to express an opinion on Green Oak Charter Township's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's report or nine months after the end of the audit period.

We will provide copies of our reports; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Maner Costerisan and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available to a cognizant, oversight agency for audit or pass-through entity or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Maner Costerisan personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date is issued or for any additional period requested by a cognizant, oversight agency for audit or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Based on our preliminary estimates, the fee should approximate \$8,000 for the audit for the year ended March 31, 2025. This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you. Our invoices for these fees will be rendered as work progresses and are payable on presentation. Past due amounts are subject to a service fee of 1½% per month. In accordance with firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, you will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. Third-party confirmation providers for certain financial institutions may invoice us for responding to confirmation requests and we will pass those costs through to you

During the term of this Agreement and for a period of one (1) year thereafter, neither party shall directly or indirectly, solicit for employment or for engagement as an independent contractor, or encourage leaving their employment or engagement, any employee or independent contractor of the other party. For the avoidance of doubt, general advertisements for employment and responses thereto, shall not be deemed a violation of the paragraph. The parties agree that any breach of this paragraph would damage the other party in an amount difficult to ascertain with certainty, and that in the event that either party breaches this provision resulting in the other party losing the services of an employee or independent contractor for any period of time, the breaching party shall pay to the other party an amount equal to the annual rate of compensation (paid by the non-breaching party for the immediate prior calendar year) of the applicable employee or independent contractor.

Government Auditing Standards requires that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract. Our 2023 peer review report accompanies this letter.

If reproduction or publication of financial statements audited by us, or any portion thereof, is intended, it is our policy that any master of printer's proofs be submitted to us for review prior to publication.

William I. Tucker IV, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Included as part of this agreement, refer to Addendum A and Addendum B.

We appreciate the opportunity to be of service to Green Oak Charter Township and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

RESPONSE:

This letter correctly sets forth the understanding of Green Oak Charter Township.

By: _____

Title: _____

Date: _____

To: Maner Costerisan

After considering the qualifications of the accounting personnel of Green Oak Charter Township, we believe they have the qualifications and abilities to generate the schedule of federal awards, including the required footnotes, in accordance with accounting principles generally accepted in the United States of America. However, for convenience and other issues, we may contract with you to prepare our schedule of federal awards.

Signature: _____

Title: _____

Date: _____

ADDENDUM A: MANER COSTERISAN PC'S TERMS AND CONDITIONS

Overview

This addendum to the engagement letter describes our standard terms and conditions ("Terms and Conditions") related to our provision of services to you. This addendum, and the accompanying engagement letter, comprise your agreement with us ("Agreement"). If there is any inconsistency between the engagement letter and this *Terms and Conditions Addendum*, the engagement letter will prevail to the extent of the inconsistency.

For the purposes of this *Terms and Conditions Addendum*, any reference to "firm," "we," "us," or "our" is a reference to Maner Costerisan, and any reference to "you," or "your" is a reference to the party or parties that have engaged us to provide services.

Billing and Payment Terms

We will bill you for our professional fees and out-of-pocket costs. Payment is due within 30 days of the date on the billing statement. If payment is not received by the due date, you will be assessed interest charges of 1.5% per month on the unpaid balance. You have 30 days from the invoice date to review the invoice and to communicate to us, in writing, any disagreement with the charges, after which you waive the right to contest the invoice.

We reserve the right to suspend or terminate our work for non-payment of fees. In the event that work is discontinued, either temporarily or permanently, as a result of delinquent payment, we shall not be liable for any damages you may incur as a result of the work stoppage.

Termination and Withdrawal

Either party may terminate this Agreement at any time, and we reserve the right to withdraw from the engagement without completing services for any reason, including, but not limited to, non-payment of fees, your failure to comply with the terms of this Agreement, if there is disagreement with our recommendations, or disclosures to be made. In addition, we reserve the right to terminate the relationship if applicable professional standards require our withdrawal for any other reason. If our work is suspended or terminated, you agree that we will not be responsible for your failure to meet governmental and other deadlines, or for any liability, including but not limited to, penalties or interest that may be assessed against you resulting from your failure to meet such deadlines.

If this Agreement is terminated before services are completed, you agree to compensate us for the services performed and expenses incurred through the effective date of termination.

Proprietary Information

You acknowledge that proprietary information, documents, materials, management techniques and other intellectual property are a material source of the services we perform and were developed prior to our association with you. Any new forms, software, documents, or intellectual property we develop during this engagement for your use shall belong to us, and you shall have the limited right to use them solely within your business. All reports, templates, manuals, forms, checklists, questionnaires, letters, agreements, and other documents which we make available to you are confidential and proprietary to us. Neither you, nor any of your agents, will copy, electronically store, reproduce, or make available to anyone other than your personnel, any such documents. This provision will apply to all materials whether in digital, "hard copy" format or other medium.

Conflicts of Interest

If we, in our sole discretion, believe a conflict of interest has arisen affecting our ability to deliver services to you in accordance with either the ethical standards of our firm or the ethical standards of our profession, we may be required to suspend or terminate our services without issuing our work product.

Client Portals

We will utilize Suralink, a collaborative, virtual workspace in a protected, online environment. Suralink permits real-time collaboration across geographic boundaries and time zones and allows Maner Costerisan and you to share data, engagement information, knowledge, and deliverables in a protected environment. In order to use Suralink, you may be required by the provider of Suralink to execute a client portal agreement and agree to be bound by the terms, conditions, and limitations of such agreement. You agree that we have no responsibility for the activities of Suralink and agree to indemnify and hold us harmless with respect to any and all claims arising from your misuse of Suralink.

Maner Costerisan is not a host for any of your information. You are responsible for maintaining your own copy of this information. We do not provide back-up services for any of your data or records, including information we provide to you. Portals are utilized solely as a method of transferring data and are not intended for the storage of your information. Information on a portal may be deleted by Maner Costerisan.

If you decide to transmit your confidential information to us in a manner other than a secure portal, you accept responsibility for any and all unauthorized access to your confidential information. If you request that we transmit confidential information to you in a manner other than a secure portal, you agree that we are not responsible for any liability, including but not limited to, (a) any loss or damage of any nature, whether direct or indirect, that may arise as a result of our sending confidential information in a manner other than a secure portal, and (b) any damages arising as a result of any virus being passed on or with, or arising from any alteration of, any email message.

Third-Party Service Providers or Subcontractors

We may use a third-party service provider to assist us where necessary to help provide professional services to you or support the needs of our firm. This may include provision of your confidential information to the third-party service provider. We require our third-party service providers to have established procedures and controls designed to protect client confidentiality and maintain data security. As the paid provider of professional services, our firm remains responsible for exercising reasonable care in providing such services, and our work product will be subjected to our firm's customary quality control procedures.

By accepting the terms and conditions of our engagement, you consent to the disclosure of your confidential information to third-party service providers, if such disclosure is necessary to deliver professional services to you or provide support services to our firm. In certain circumstances, we may require a separate written consent from you before your information is transmitted to a third party.

Records Management

Record Retention and Ownership

We do not accept original records and documents. Electronic versions of original records and documents should be provided to us through the secure portal noted above. These copies of your records and documents are solely for our documentation purposes and are not a substitute for your own records and do not mitigate your record retention obligations under any applicable laws or regulations. You are responsible for maintaining complete and accurate books and records, which may include financial statements, schedules, and other deliverables provided to you by us. If we provide deliverables or other records to you via an information portal, you must download this information within 60 days (unless otherwise stated). Professional standards preclude us from being the sole repository of your original data, records, or information.

Workpapers and other documents created by us are our property and will remain in our control. Copies are not to be distributed without your written request and our prior written consent. Our workpapers will be maintained by us in accordance with our firm's record retention policy and any applicable legal and regulatory requirements. A copy of our record retention policy is available upon request.

Our firm destroys workpaper files after a period of 8 years. Catastrophic events or physical deterioration may result in damage to or destruction of our firm's records, causing the records to be unavailable before the expiration of the retention period, as stated in our record retention policy.

Working Paper Access Requests by Regulators and Others

State, federal, and foreign regulators may request access to or copies of certain workpapers pursuant to applicable legal or regulatory requirements. Requests also may arise with respect to peer review, an ethics investigation, the sale of your organization, or the sale of our accounting practice. If requested, access to such workpapers will be provided under the supervision of firm personnel. Regulators may request copies of selected workpapers to distribute the copies or information contained therein to others, including other governmental agencies.

If we receive a request for copies of selected workpapers, provided that we are not prohibited from doing so by applicable laws or regulations, we agree to inform you of such request as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit the disclosure of information. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

If we are not a party to the proceeding in which the information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests.

Summons or Subpoenas

All information you provide to us in connection with this engagement will be maintained by us on a strictly confidential basis.

If we receive a summons or subpoena which our legal counsel determines requires us to produce documents from this engagement or testify about this engagement, provided that we are not prohibited from doing so by applicable laws or regulations, we agree to inform you of such summons or subpoena as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit discovery. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

If we are not a party to the proceeding in which the information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests.

Confidentiality

In providing services to you, we may require information that is considered confidential and may include Personally Identifiable Information (PII), i.e., information that can be used to distinguish or trace an individual's identity such as address, bank account and social security information. We treat all client information, including PII, as confidential and have a duty to do so based on the standards promulgated by the American Institute of Certified Public Accountants as well as applicable laws and regulations. You agree to only provide us with information, including PII, that is necessary for us to provide services to you in accordance with the Agreement.

Referrals

In the course of providing services to you, you may request referrals to products or professionals such as attorneys, brokers, or investment advisors. We may identify professional(s) or product(s) for your consideration. However, you are responsible for evaluating, selecting, and retaining any professional or product and determining if the professional or product meets your needs. You agree that we will not oversee the activities of and have no responsibility for the work product of any professional or the suitability of any product we refer to you or that you separately retain. Further, we are not responsible for any services we perform that fail to meet the intended outcomes as a result of relying on the services of other professionals or products you may retain.

Limitations on Oral and Email Communications

We may discuss with you our views regarding the treatment of certain items or decisions you may encounter. We may also provide you with information in an email. Any advice or information delivered orally or in an email (rather than through a memorandum delivered as an email attachment) will be based upon limited research and a limited discussion and analysis of the underlying facts. Additional research or a more complete review of the facts may affect our analysis and conclusions.

Due to these limitations and the related risks, it may or may not be appropriate to proceed with a decision solely on the basis of any oral or email communication from us. You accept all responsibility, except to the extent caused by our gross negligence or willful misconduct, for any liability, including but not limited to additional tax, penalties or interest resulting from your decision (i) not to have us perform the research and analysis necessary to reach a more definitive conclusion and (ii) to instead rely on an oral or email communication. The limitation in this paragraph will not apply to an item of written advice that is a deliverable of a separate engagement. If you wish to engage us to provide formal advice on a matter on which we have communicated orally or by email, we will confirm this service in a separate agreement.

Disclaimer of Legal and Investment Advice

Our services under this Agreement do not constitute investment advice. Our services under this Agreement do not constitute legal advice.

Electronic Data Communication and Storage

In the interest of facilitating our services to you, we may send data over the Internet, temporarily store electronic data via computer software applications hosted remotely on the Internet, or utilize cloud-based storage. Your confidential electronic data may be transmitted or stored using these methods. In using these data communication and storage methods, our firm employs measures designed to maintain data security. We use reasonable efforts to keep such communications and electronic data secure in accordance with our obligations under applicable laws, regulations, and professional standards.

You recognize and accept that we have no control over the unauthorized interception or breach of any communications or electronic data once it has been transmitted or if it has been subject to unauthorized access while stored, notwithstanding all reasonable security measures employed by us. You consent to our use of these electronic devices and applications during this engagement.

Marketing and Educational Communications

Newsletters, updates, explanations of technical developments or similar communications to you we may periodically send to you are strictly for marketing or general educational purposes and should not be construed as professional advice on which you may rely. These communications, by themselves, do not create a contractual relationship between us and you, a binding obligation for us to provide services to you, nor a requirement on our part to monitor issues for you.

Mediation

This agreement shall be governed by the laws of the State of Michigan. If a dispute arises out of the engagement described herein and if the dispute cannot be settled through negotiations, the parties agree first to try in good faith to settle the dispute by mediation using an agreed upon mediator. If mediation is unsuccessful and either party resorts to litigation, the claims must be asserted in court within one year of the date of the service at issue and be brought in the Ingham County Court which will have exclusive jurisdiction over the dispute.

The mediation will be treated as a settlement discussion and, therefore, all discussions during the mediation will be confidential. The mediator may not testify for either party in any later proceeding related to the dispute. No recording or transcript shall be made of the mediation proceedings. The costs of any mediation proceedings shall be shared equally by all parties. Any costs of legal representation shall be borne by the hiring party.

This provision shall not apply to any dispute related to our billing and/or invoices.

Limitation of Liability

You agree that our maximum liability to you for any negligent errors or omissions committed by us in the performance of the engagement will be limited to the amount of our fees for this engagement, except to the extent determined to result from our gross negligence or willful misconduct.

Limitation of Damages

Notwithstanding anything to the contrary in this agreement, Maner Costerisan shall not be liable for any lost profits, indirect, special, incidental, punitive, consequential, or similar damages, to the extent such damages may be lawfully limited or excluded, of any nature even if we have been advised by you of the possibility of such damages.

Indemnification of Maner Costerisan PC

Unless otherwise stated in the Agreement, you agree to indemnify, defend, and hold harmless Maner Costerisan and any of its partners, principals, shareholders, officers, directors, members, employees, agents or assigns with respect to any and all claims made by third parties arising from this engagement, regardless of the nature of the claim, and including the negligence of any party, excepting claims arising from the gross negligence or intentional acts of Maner Costerisan.

Designation of Venue and Jurisdiction

In the event of a dispute, the courts of the state of Michigan shall have jurisdiction, and all disputes will be submitted to the state of Michigan, which is the proper and most convenient venue for resolution. We also agree that the law of the state of Michigan shall govern all such disputes.

Timing for Disputes

You agree that any claim arising out of this Agreement shall be commenced within 12 months after performance of our service, regardless of any longer period of time for commencing such claim as may be set by law. A claim is understood to be a demand for money or services, the service of a suit, or the institution of arbitration proceedings against Maner Costerisan.

Insurance

Maner Costerisan shall, during the term of the engagement and for 3 years after termination of same by either you or us, maintain in full force and effect, accountants professional liability and cyber liability insurance coverage from an insurer or insurers licensed to conduct business in the state of Michigan. Premiums for said insurance policy shall be paid by Maner Costerisan.

Upon your written request, Maner Costerisan shall furnish certificates of insurance for the required insurance coverage. Such certificate of insurance shall indicate the minimum limits of liability per claim and in the aggregate, as required by you.

Independent Contractor

When providing services to your company, we will be functioning as an independent contractor and in no event will we or any of our employees be an officer of you, nor will our relationship be that of joint venturers, partners, employer and employee, principal and agent, or any similar relationship giving rise to a fiduciary duty to you.

Our obligations under this Agreement are solely obligations of Maner Costerisan, and no partner, principal, employee, or agent of Maner Costerisan shall be subjected to any personal liability whatsoever to you or any person or entity.

Severability

If any portion of this Agreement is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of the terms set forth in this Agreement.

Survivability

The following sections of this Terms and Conditions Addendum shall survive termination of the Agreement: Limitation of Liability, Limitation of Damages, Indemnification, and Statute of Limitations.

Assignment

All parties acknowledge and agree that the terms and conditions of this Agreement shall be binding upon and inure to the parties' successors and assigns, subject to applicable laws and regulations.

Force Majeure

Neither party shall be held liable for any delays resulting from circumstances or causes beyond our reasonable control, including, without limitation, fire or other casualty, act of God, strike or labor dispute, war or other violence, epidemics or pandemics as defined by The Centers for Disease Control and Prevention, or any law, order or requirement of any governmental agency or authority. However, no Force Majeure event shall excuse you of any obligation to pay any outstanding invoice or fee or from any indemnification obligation under this Agreement.

Electronic Signatures and Counterparts

Each party hereto agrees that any electronic signature is intended to authenticate a written signature, shall be valid, and shall have the same force and effect as a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, a scanned copy of a manual signature, an electronic copy of a manual signature affixed to a document, a signature incorporated into a document utilizing touchscreen capabilities, or a digital signature. Documents may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement.

Other

During the term of this engagement and for a period of one year thereafter, neither party shall directly or indirectly, solicit for employment or for engagement as an independent contractor, or encourage leaving their employment or engagement, any employee or independent contractor of the other party. For the avoidance of doubt, general advertisements for employment and responses thereto, shall not be deemed a violation of the paragraph. The parties agree that any breach of this paragraph would damage the other party in an amount difficult to ascertain with certainty, and that in the event that either party breaches this provision resulting in the other party losing the services of an employee or independent contractor for any period of time, the breaching party shall pay to the other party an amount equal to the annual rate of compensation (paid by the non-breaching party for the immediate prior calendar year) of the applicable employee or independent contractor.

Our most recent external peer review report, dated July 2023, accompanies this letter.

If reproduction or publication of financial statements audited by us, or any portion thereof, is intended, it is our policy that any master of printer's proofs be submitted to us for review prior to publication.

We will continue to perform our services under the arrangements discussed above from year to year unless for some reason you or we find that some change is necessary. However, the performance of each audit is a separate and severable engagement. Each separate engagement shall be deemed complete and Maner Costerisan will not have a continuing responsibility to perform additional services with respect to that completed engagement when we present to you the final audit report that relates to any given year.

Our audit report on the financial statements to be issued pursuant to this engagement is for your use. If it is your primary intent that our report will benefit or influence a third-party user, we must be informed prior to the beginning of the annual audit engagement.

Entire Agreement

This Agreement, including this *Terms and Conditions Addendum* and any other attachments, encompass the entire agreement of the parties and supersedes all previous understandings and agreements between the parties, whether oral or written. Any modification to the terms of this Agreement must be made in writing and signed by both parties. This Agreement has been entered into solely between you and Maner Costerisan, and no third-party beneficiaries are created hereby.

ADDENDUM B

As part of the audit engagement, you have requested our assistance with the following services. *Government Auditing Standards* considers these services as “non-attest” or “non-audit” services. Management is required to review, approve and accept responsibility for any non-audit services we may perform.

- Preparation of the schedule of federal awards, including the related notes.
- Assistance with the preparation and submission of audit financial information required by law or regulations, including the data collection form.
- Access to a secure website to exchange information electronically.



Report on the Firm's System of Quality Control

July 31, 2023

To the Principals of Maner Costerisan PC
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Maner Costerisan PC (the firm) in effect for the year ended March 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Maner Costerisan PC in effect for the year ended March 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Maner Costerisan PC has received a peer review rating of *pass*.

Reilly, Penner & Benton LLP

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