

# Remote Work Expenses Resolution

Inbox



**township treasurer**

Tue, Dec 1, 8:25 PM (2  
days ago)

to me, township, Richard, William

Dear Board,

Please find the attached resolution for the upcoming township meeting.

Upon board approval, I will be purchasing printer ink to utilize in a printer designated for only township business use, in my residence. I print many documents, such as bank statements, to the township printer, from my residence, but due to the extensive amount of documents, such as budgets, tax bills and receipts and financial reports, a printer for township use at my residence is a necessity. I have a separate printer for personal use. I would never consider spending taxpayer funds for my personal gain.

I can provide photographic evidence, if requested.

Thank you.

--

Brooke Trentham Popp, Treasurer

Crystal Lake Township

1651 Frankfort Highway

PO Box 401

Frankfort, MI 49635-0401

(231) 352-9791

Crystal Lake Township  
1651 Frankfort Hwy., Frankfort, MI 49635  
REMOTE WORK EXPENSES RESOLUTION

Resolution Number: 12-08-2020 # \_\_\_\_\_ Date: Dec. 8, 2020

WHEREAS, MCL 333.221 imposes on the Michigan Department of Health and Human Services (MDHHS) a duty to continually and diligently endeavor to “prevent disease, prolong life and promote public health,” and gives the Department “general supervision of the interest of health and life of people of this state”; and  
WHEREAS, MDHHS has concluded that COVID-19 pandemic continues to constitute an epidemic in Michigan;  
And

WHEREAS, Michigan Occupational Safety and Health Administration (MIOSHA) has instituted Emergency Rules for COVID-19, Requirements for All Workplaces; and

WHEREAS, MIOSHA states an employer shall institute basic infection prevention measures, including prohibition of workers from using other workers phones, desks, offices or other work tools and equipment, when possible; and

WHEREAS, MIOSHA requires employers to create policy to prohibit in-person work for employees to the extent that their work activities can feasibly be performed remotely; and

WHEREAS, MCL 15.342(3) states “A public officer or employee shall use personnel resources, property and funds under the officer or employee’s official care and control judiciously and solely in accordance with prescribed constitutional, statutory and regulatory procedures and not for personal gain or benefit”; and  
WHEREAS, the Crystal Lake Township Board supports the orders of MDHHS and requirements of MIOSHA and encourages township officials, staff and employees to work remotely when feasible; and

NOW, THEREFORE, BE IT RESOLVED that township officials, staff and employees may utilize township supplies, work tools and equipment to safely perform their necessary duties and to conduct township business remotely. Township resources will only be utilized by an officer, staff or employee, not another member of a household or workplace and not for personal use. If necessary, reimbursement of expenditures will be authorized by the township board.

FURTHERMORE, at which time MDHHS determines the COVID-19 pandemic is no longer an epidemic and working remotely is not necessary, all supplies, work tools and equipment will be returned to the township hall for township business use.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Roll Call Vote:

Amy Ferris, Supervisor: \_\_\_\_\_

Richard Nielsen, Trustee: \_\_\_\_\_

William Northway, Trustee: \_\_\_\_\_

Sue Sullivan, Clerk: \_\_\_\_\_

Brooke Trentham Popp, Treasurer: \_\_\_\_\_

The Supervisor declared this resolution carried and duly adopted.

\_\_\_\_\_  
Sue Sullivan, Crystal Lake Township Clerk