

**MISSION TOWNSHIP  
MEMORANDUM OF UNDERSTANDING  
TOWN CLERK EXPENSE REIMBURSEMENT**



With the establishment of an appointed clerk, and the construction of a Clerk Office at the Town Hall, the Town Clerk will work on-site at times, but also frequently from home. Given the need to work from home, the town desires to fairly compensate the clerk for reasonable expenses incurred related to conducting town business from home. The purpose of this Memorandum of Understanding (“MOU”) is to detail the personal expenses that are reimbursable by the town on an ongoing basis, and the rate of reimbursement.

The following expenses are reimbursable and will be reimbursed at the rate established in this memorandum. Reimbursement will occur via the normal claim process for approval by the Town Board.

- 1) **Personal Cell Phone.** The Clerk has a shared plan under Chris Scott Masonry with AT&T. The November 10, 2024, bill lists the monthly charges for the clerk’s phone as \$89.84 covering unlimited minutes, messages and data. Reimbursement will be at 30% of the monthly bill or \$27.00 monthly.
- 2) **Home Internet.** The Clerk uses CTC for home internet. The December 1, 2024, bill lists the monthly charge for high-speed internet at \$66.68. Reimbursement will be at 30% of the monthly bill or \$20.00 monthly.
- 3) **Home Printing.** As often as practicable, it is expected the Clerk will use the printer in the Clerk’s Office for printing town documents. However, it is understood there will be the need to print documents from home. Rather than track and reimburse for printing documents at a per page rate, it is understood the Clerk will periodically submit reimbursement for ink toner cartridges and paper per ream subject to approval of her supervisor.
- 4) **Home Office Supplies.** The Clerk is authorized for reasonable use of normal office supplies at home from the supplies maintained at the Clerk Office. No separate reimbursement is expected, unless something unique arises.
- 5) **Mileage.** Per the annual Town Board resolution covering compensation and approval authority, mileage will be reimbursed at the current published IRS rate for approved travel for town business only upon submission of documented mileage.

This MOU represents the complete understanding relative to home office expenses and is subject to review annually or as needs arise.

\_\_\_\_\_  
Naomi Scott, Town Clerk  
Date: \_\_\_\_\_

\_\_\_\_\_  
Jon Auge, Town Board Chair  
Date: \_\_\_\_\_

Approved by the Town Board at their Regular Meeting on January 13, 2025.