

To: Northfield Township Board of Trustees
From: Lenore Zelenock, Treasurer
Date: 11/08/2017
Re: Horseshoe Lake Sewer Refund Request for Ms. Lucinda Lupi

A resident of Horseshoe Lake, Ms. Lucinda Lupi, contacted me (before the hiring of our Township Manager) about not receiving the Horseshoe Lake Sewer Refund on her parcel, #B-02-17-228-028.

Ms. Carlisle directed me to the Horseshoe Lake Sewer Refund documentation and provided me the refund distribution schedule. After reviewing this information, I concluded Ms. Lucinda Lupi did not receive the refund.

I enlisted assistance from our Township Manager Aynes, Clerk Manley, and Supervisor Chockley. Ms. Manley and Ms. Chockley confirmed Ms. Lucinda Lupi did not receive the refund. Ms. Chockley also concluded the refund of \$1,811.56 which should have been paid to Ms. Lucinda Lupi was included in the check that went to the Donald Lupi Living Trust.

To reach this conclusion, Ms. Chockley studied the records of the SAD and compared the parcel numbers recorded in the roll with the spreadsheet of the payments that went out. She also studied the maps and pulled the information from the parcel folders and determined that the parcel number of the Donald Lupi Living Trust was inadvertently duplicated and attributed to Lucinda Lupi's parcel so that he received the refund instead.

Based on this information, Mr. Aynes and Ms. Carlisle spoke with Mr. Steve Mann, our bond council from Miller, Canfield, Paddock & Stone. Mr. Mann recommends that the township pays Ms. Lucinda Lupi the refund for Horseshoe Lake Sewer (\$1,811.56). The refund be paid from the General Fund. After the refund, the township requests Donald Lupi Living Trust to return the overpaid portion of his refund to the township.