

DATE: May 11<sup>th</sup>, 2026

**A RESOLUTION TO ADOPT THE ESCROW ACCOUNT MANAGEMENT  
STANDARD OPERATING PROCEDURE (SOP)**

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**WHEREAS,**

The Village of Pinckney utilizes escrow accounts in connection with development projects, permits, inspections, and related activities; and

**WHEREAS,**

The Village Council recognizes the need for clear, consistent, and enforceable financial procedures governing the receipt, tracking, and disbursement of escrow funds; and

**WHEREAS,**

The adoption of a formal Standard Operating Procedure (SOP) will ensure accountability, transparency, and protection of Village financial interests;

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**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Village Council of the Village of Pinckney hereby adopts the **Escrow Account Management Standard Operating Procedure (SOP)** attached hereto and incorporated as **Attachment A**.
2. The **Village Office Manager** is designated as the primary administrator of escrow accounts and is authorized to implement and enforce the procedures outlined in the SOP.
3. All Village staff involved in escrow account handling shall comply with the requirements set forth in the adopted SOP.
4. All escrow accounts shall:
  - o Be properly recorded in BS&A using the established account format.
  - o Be tracked using a master escrow spreadsheet.
  - o Maintain a **minimum balance of \$2,000.00 at all times**.
5. If an escrow account balance falls below the required minimum:
  - o The project **shall be placed on hold immediately**.
  - o No further invoices shall be processed or paid.
  - o Written notice shall be issued to the escrow account holder within one (1) business day.
  - o Work shall not resume until the escrow balance is restored above the required minimum.
6. Escrow accounts shall be reconciled on a **monthly basis**, and discrepancies shall be resolved within five (5) business days.
7. Failure to comply with this policy shall result in suspension of project activity and may result in additional administrative action as deemed necessary by the Village.

DATE: May 11<sup>th</sup>, 2026

**EFFECTIVE DATE:**

This Resolution shall become effective upon its adoption by the Pinckney Village Council and publication in accordance with applicable law.

X

\_\_\_\_\_  
Jeffrey A Buerman  
President Village of Pinckney

X

\_\_\_\_\_  
Andrea McCall  
Clerk Village of Pinckney

Village Council Member \_\_\_\_\_ offered the foregoing Resolution and moved its adoption. The motion was seconded by Village Council Member \_\_\_\_\_, and upon being put to a vote, the vote was as follows:

- Jeffrey A Buerman, President
- Justin Bierman – President Pro-temp
- Stacy Conquest, Trustee
- Rob Coppersmith, Trustee
- Trisha Wagner, Trustee
- Nick Kane, Trustee
- Jo Self, Trustee

The President thereupon declared this Resolution approved and adopted by the Village of Council of the Village of Pinckney this 11th day of May, 2026.

I hereby certify that the foregoing constitutes a true and complete copy Resolution No. \_\_\_\_\_ adopted by the Village Council of the Village of Pinckney, County of Livingston, Michigan at a regular meeting held on Monday May 11th, 2026.

X

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Andrea McCall  
Village Clerk