

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Monday, February 10, 2014 - 7:00 p.m.
Vevay Township Hall**

MINUTES

Members present: Supervisor Gary Howe, Clerk JoAnne Kean, Treasurer Shaun Sherwood,
Trustees Douglas Shaw & Bruce Walker.

Members absent: None

The meeting was called to order by Supervisor Gary Howe at 7:00 p.m., followed by the Pledge of Allegiance.

Additions to the Agenda:

Item E. Clerk's Office: Clerk's Request to Enroll in Township Governance Academy

Item F. Clerk's Office: Potential Posting of Deputy Clerk Position

Consent Agenda:

Trustee Walker asked about "Fund Balance Adjustments", in the amount \$38,745.00, on the Balance Sheets Report noted on page 1. His question on whether the amount was a *year-to-date* amount or an amount from *third quarter activity* will be researched. This item was not pulled from the consent agenda.

MOTION Shaw, seconded Walker, that the Consent Agenda be adopted as published.

Roll call vote

Ayes: Howe, Sherwood, Shaw, Walker & Kean

Nays: None

***All items listed on the Consent Agenda are considered to be routine by the Township Board and will be enacted by one (1) motion. There will be no separate discussion of these items unless a board member or citizen so requests, in which event the item will be removed from the Consent Agenda and considered separately.**

Recommendations are preceded by an asterisk (*).

- A. January 13th Regular Meeting Minutes. *approve & file
- B. Treasurer's Reports on January 2014 Fund balances. *receive & file
- C. Clerk's Report – January 2014 Balance Sheets. *receive & file
- D. Disbursements: General Fund Chks. #25702 - #25758, EFTs #70 & #71 in the amount of \$110,953.78. *approve & file
- E. AGS January 2014 Building/Zoning Report. *receive & file
- F. Planning Commission 1-8-14 Regular & 1-23-14 Special Meeting Minutes. *distribute
- G. Resignation Letter from Compensation Commission Member Michael Gould. *receive & file

H. Correspondence:

1. Mason Fire Dept. Re: January Response Reports.*file
2. WOW! Cable Services re: World Wrestling Entertainment (SVOD & WWE Classics) Packages discontinued effective 1-31-14. *file
3. IC Drain Commissioner's Office re: Transmission Line Pole Replacement. *file
4. Tri-County Regional Planning Commission re: Receipt & Review of Farmland and Open Space Preservation Program Application from Donald & Sara Oesterle and Russell & Kimberly Oesterle. *file
5. ITC Holdings Corp. re: Transmission Line Upgrade Project Update. *file

Items removed from Consent Agenda for Separate Discussion. None

Limited Public Comment. None.

Special Land Use (SLU) Report. The February SLU Report was reviewed. The Planning Commission recommended continuation and approval of the following SLUs:

- # 70 Snow's Sugar Bush, 3188 Plains Road – Restaurant/Syrup
- #97.01 Crazy-C Hayhoe Land Company, Barnes Road – Gravel Mining
- #119 Rodney Ball, 2215 Rolfe Road – Taxidermy Shop

Regarding SLU Permit #70 - the restaurant will not open this year. Regarding SLU Permit #97.01 - processing of materials has been completed. Currently, only stock piles remain.

MOTION Walker, seconded Sherwood, that Special Land Use Permits #70, #97.01 & #119 be approved for continuation as recommended by our Planning Commission.

Roll Call Vote

Ayes: Sherwood, Howe, Kean, Walker & Shaw
Nays: None

Supervisor's Reports:

1) Update on Planning Commission's (PC) Progress for Zoning Ordinance Revisions. For the past few months, the PC has had two meetings per month to discuss/revise specific sections of the Zoning Ordinance (ZO). The sections that deal with Cell Towers, GAMPS, Solar Energy and Signs are near completion and a public hearing could be scheduled within the next few meetings. Regarding Signs, currently the ZO allows lighted signs with only time and temperature; any others require a Special Land Use (SLU) permit. The revision would remove the SLU required permit.

2) Board of Review - Veterans Tax Exemption New Law. This new law has generated a lot of activity at all levels of government. The July Board of Review will retroactively accommodate those Veterans that missed the December 2013 deadline. Qualified Veterans can still submit necessary documentation no later than July 2014 in order to qualify for property tax exemption for the 2013 tax year. If taxes have already been paid, the Township would be required to reimburse the property owner.

Treasurer's Office re: Point & Pay Payment Processing Service Update. The Township has now successfully accepted credit card payments for various monies due. The cards accepted are *MasterCard, Visa, American Express and Discover Card*. A 3% processing fee has been passed onto the card holder; the Township has no fee. Written notification of the fee being added is

given at the time of payment; and, verbal communication given to those users on the phone. At this time, no complaints have been received from card holders regarding the additional fee being added to their payment.

Training Reports from the MTA Annual Conference. All five Board members attended this year's conference at the Grand Traverse Resort, Acme, Michigan. Much was learned from a professional and knowledgeable staff of educators with topics such as: Personal Property Tax, BS&A Tax Program User Tips, Bank Reconciliation & Basic Internal Controls, Agritourism, Right to Farm, Broad Ban Planning, Land Use and Elections Update just to name a few. All Board members were thankful for the opportunity to advance their education in township governance. Next year's Annual Conference has been scheduled for January 27-30, 2015, in Grand Rapids, Michigan.

Tri-County Office on Aging – Request for Contribution in the amount of \$279 to “Meals-on-Wheels” Program. Between October 1, 2012 and July 31, 2013 there were 1,184 meals served within the Township to seven older adults. This year Tri-County has asked for a \$279 donation which is a \$9 increase from last year.

MOTION Walker, seconded Sherwood, to authorize the donation of \$279 to the Tri-County Office on Aging Consortium Meals-on-Wheels Program.

Roll call vote

**Ayes: Shaw, Sherwood, Howe, Kean & Walker
Nays: None**

Request for Approval to Pay HazMat Dues for 2014. Vevay Townships' 2014 participation level for HazMat dues remains the same amount as it has been for the past several years at \$500. The dues collected from County-wide cities, townships and villages allow for the all-volunteer team continued training and equipment maintained in immediate response condition.

MOTION Shaw, seconded Kean, to authorize payment of the 2014 HazMat dues in the amount of \$500.

Roll call vote

**Ayes: Walker, Shaw, Sherwood, Howe & Kean
Nays: None**

At 7:38 p.m., Trustee Walker briefly left the meeting to retrieve his personal calendar from his vehicle in order to discuss the next item on the agenda.

Scheduling of 2014-15 Budget Workshops and Budget Public Hearing. After a brief review, the Board members scheduled the following times and dates at the Township Hall:

Monday, March 3, 2014 at 11:00 a.m. Budget Workshop

Thursday, March 13, 2014 at 11:00 a.m. Budget Workshop

Tuesday, March 25, 2014 at 7:00 p.m. Budget Public Hearing (newspaper publishing required)

Treasurer's Office re: Reimbursement Request for 1% Interest Collected on 2012 Winter Taxes paid after February 14, 2013 and before March 1st. Treasurer Sherwood submitted a report to the Board that lists the name of tax payers who were overcharged 1% interest back last February, 2013. The property owners of 48 parcels paid their 2012 winter taxes after February 14th and before March 1st. The Treasurer's Office cannot charge a late penalty of 1% interest on winter taxes. Therefore, a General Fund (GF) check in the amount of \$310.07 was requested to be made payable to the Tax Account for the purpose of reimbursing said property owners. Also submitted to the Board were reports which verify that 2012 winter tax collection was the only year for the overcharge; it was not charged in winter tax collection for the years of 2009, 2010 or 2011. Auditor David Williamson verified that Revenue account # 101-000-445.000, *Penalties & Interest on Taxes*, should be used when cutting the GF check to the Tax Account.

(Note: MCL 211.44(3) states that the Township Board **MAY** choose to impose by resolution a 3% late penalty on winter taxes paid after February 14 and before March 1st. At this time, the Board has not authorized such a resolution.)

Clerk's Office - Clerk's Request to Enroll in Township Governance Academy (TGA) The TGA is a voluntary certificate program created by the Michigan Townships Association (MTA). Through an intensive series of courses, MTA ties together learning and practical application. When enrolled, the TGA allows the candidate to obtain credit for electives taken within the past six month, which includes the recently attended MTA Annual Conference. Clerk Kean requested authorization for the \$35 enrollment fee. Also, MTA staff has encouraged her to apply for a \$1,000 scholarship which would be used towards upcoming course expenses.

MOTION Shaw, seconded Walker, to authorize the \$35 expense for enrollment into the Township Governance Academy for Clerk Kean.

Roll call vote

**Ayes: Howe, Kean, Walker, Shaw & Sherwood
Nays: None**

Clerk's Office - Potential Posting of the Deputy Clerk Position. Authorization was requested for posting the position on professional sites, such as Michigan Clerk's Association and MTA. Estimated costs are between \$40 and \$140. Some candidates have been interviewed and a few more possible candidates may be contacted/interviewed prior to posting. The Board has the responsibility to set the employee's hourly wage. Clerk Kean anticipates potential candidate interviews to be completed by the end of February. Therefore, a pro-active approach would be to request authorization, if needed, at tonight's meeting rather than holding a special meeting prior to the Board's regular March meeting.

With regret, Clerk Kean said that Susan Kosier has requested to terminate her employment so that she may fully enjoy retirement. Ms. Kean was grateful for Ms. Kosier's support, education and training in her (Kean) first years as Clerk. Furthermore, she (Kean) appreciates Ms. Kosier's many years of dedication to Vevay Township; she will be missed.

MOTION Howe, seconded Shaw, to authorize the expense to post the Deputy Clerk position.

Roll call vote

**Ayes: Sherwood, Howe, Kean, Walker & Shaw
Nays: None**

Any Other Business of the Board. Regarding the article in the February 9, 2014, Edition of the Ingham County Community News, *Township finds its laws out of date*, the Board briefly discussed some of the inaccurate information. The article states “Barnes” Road gravel mine, however, it should be “Ives” Road; a “new” gravel mine should be the “existing” gravel mine; Chair Thayer did not speak with article’s author, Will Kangas; and, that the information was not provided by the Township Office.

Additional Public Comment. None.

Meeting adjourned 8:00 p.m.

JoAnne Kean, Clerk

*Transcribed by Clerk JoAnne Kean
February 2014 minsword.*