

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Monday, January 13, 2014 - 7:00 p.m.
Vevay Township Hall**

MINUTES

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

Set/Amend Agenda: The Agenda was set as published.

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. December 9th Regular Meeting Minutes. *approve & file
- B. Treasurer's Reports on Investments and December 2013 Fund balances. *receive & file
- C. Clerk's Report – December 2013 Balance Sheets. *receive & file
- D. Disbursements: General Fund Chks. #25638 - #25701, EFTs #68 & #69 in the amount of \$57,291.35*approve & file
- E. AGS December 2013 Building/Zoning Report. *receive & file
- F. Planning Commission 12-4-13 Regular & 12-11-13 Special Meeting Minutes. *distribute
- G. IRS re: 2014 Standard Mileage Rates. *approve & file
- H. Correction to 12-09-2013 Disbursement Report Signature Page re: Chks #25584 - #25636 Should be #25584 - #25637. *approve & file
- I. Correspondence
 - 1. Mason Fire Dept. Re: November & December Response Reports.*file
 - 2. WOW! Cable Services re: Notice of Compliance with PA 480 of 2006 (Section 9). *file
 - 3. FEMA re: Determination of Structure Removed from Flood Plain. *file
 - 4. Michigan PSC re: Notice of Hearing for the Gas Customers - Case No. U-17505.*file
 - 5. Ingham Intermediate School District re: Notice of Intent to Collect 100% 2014 Summer Tax. *file

Items removed from Consent Agenda for Separate Discussion. None.

Limited Public Comment. None.

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

- # 3 VFW Post 7309, 1243 Hull Road, Mason – Meeting Hall
- # 69 Ron Weesies, 2000 Kelly Road, Mason – Greenhouse
- #121 Kellie Johnson, 2305 Tomlinson Road, Mason – Beauty Shop

There were no complaints. Renewal fees have been paid.

MOTION Shaw, seconded Kean, that Special Land Use Permits #3, #69 & #121 be approved for continuation as recommended by our Planning Commission.

Roll Call Vote

Ayes: Sherwood, Howe, Kean, Walker & Shaw

Nays: None

Regarding SLU #3, it was noted that the Zoning Ordinance (ZO) was currently under review for signs and that it (the ZO) does not permit lighted signs like the one that is currently being used at the VFW Post. A brief discussion regarding what action the Board could take if new information was received after the approval by the PC, but before the Board approval. Several options were discussed, including requesting direction from Legal Counsel.

Supervisor’s Report re: Gravel Mine Reclamation Update- Owner Bill Rogers. Regarding SLU #111, Gravel Mining Operation, has expired. The reclamation process has been completed and Mr. Rogers was pleased with the finished project. A “dry hydrant” was installed (many years ago) in the pond that has supported the Mason Fire Department with firefighter training.

Treasurer’s Report re: DDA – LCC Project Update. A check for \$100,000 has been sent to LCC for the Jewett Airport/LCC improvement project. This activity can be seen in this month’s Cash Summary Report.

Treasurer’s Report re: Receipt of State Revenue Sharing Check in the amount of \$46,415.00. This check represents State Revenue Sharing for the months of September and October, 2013. Six payments are received throughout the year. Treasurer Sherwood believes that the Township is on target with the estimated revenues budgeted for the 2013-14 Fiscal Year.

Treasurer’s Report re: Point & Pay System Update. Treasurer Sherwood will receive training this Friday (1-17-14) on the *Point & Pay* payment system. This system will allow credit card use for payments to the Township. The USER will be charged a service fee; however, the Township will not be charged. Recently, some residents have requested the use of a credit card to pay their property taxes. Ms. Sherwood believes this will be a valuable service to our residents.

Treasurer’s Report re: 2013 County Publication List for 2011 and Prior Forfeited Property Taxes. Treasurer Sherwood informed the Board that this list has been received and includes 13 Vevay Township properties. A complete list of properties can be viewed in the Township Office during normal business hours.

Third Quarter Budget Amendments for the Revenue and Expenditure Report. For best practices, it is recommended to quarterly review the Revenue & Expenditure Report. At this time, the Board reviewed the report and made adjustments to the following funds. Supervisor Howe and Clerk Kean will work together to distribute the transferred monies into the necessary General Ledger account numbers within the Cost Centers.

MOTION Shaw, seconded Walker, to transfer \$20,800 from the “Unappropriated Funds” Cost Center to the following Funds:

276 Cemeteries = \$4,500
444 Roads = \$5,100
445 Drains = \$5,400
950 Insurance = \$5,800

**Roll Call Vote. Ayes: Shaw, Sherwood, Howe, Kean & Walker
Nays: None**

Request to Authorize the Payment to the Ingham County Drain Commissioner’s Office re: the 2013 Drain Tax at Large Invoice in the Amount of \$12,325.86.

MOTION Sherwood, seconded Walker, to authorize payment to the Ingham County Drain Commissioner’s Office for the 2013 Drain Tax at Large invoice in the amount of \$12,325.86.

**Roll Call Vote. Ayes: Walker, Shaw, Sherwood, Howe & Kean
Nays: None**

Request to Authorize the Payment to the Ingham County Department of Transportation & Roads (ICDT&R) for the 2013 Local Roads Program in the Amount of \$63,452.21.

MOTION Walker, seconded Kean, to authorize the payment to the ICDT&R for the 2013 Local Roads Program in the Amount of \$63,452.21.

**Roll Call Vote. Ayes: Kean, Walker, Shaw, Sherwood & Howe
Nays: None**

Note: The 2013 Roads Program included maintenance on Rolfe Road (from Eden to Ives Roads); on Every Road (from M-36 to Columbia Road); and two short sections on Columbia Road, east and west of the Every/Columbia intersection.

Proposed Amendment to the Fringe Benefits Ordinance. The Township has received notification from MERS (Municipal Employees’ Retirement System) that effective 4-01-14 there will be an increase in the contribution rates. MERS has been working with the Township regarding options to help keep costs down. However, due to the six-month shortfall period without a Clerk in 2010; two new retirees added in 2012 and a few other variables, there will be an approximate 2.7% increase. There was a 2.02% contribution increase (effective 6-1-13) which was paid by the employees (employee contributions went from 9.2% to an increase of 11.22%, which is still their rate today). The Township remained at a 10% contribution rate.

The Fringe Benefits Ordinance in Section 4 (A) states that the Township... “shall annually contribute 10%” for the employer’s contribution rate. A MERS Representative informed the Board that most of the participating employers contribute within a range between 12 to 15%, with some contributing as much as 18%. After careful review of the options and facts presented, the Board moved the following:

MOTION Shaw, seconded Walker, to adopt Ordinance #46.04 amending the Fringe Benefit Ordinance, Section 4(A) to state the following: The Township of Vevay shall annually contribute thirteen per centum (13%).

Roll Call Vote

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

Authorization Request for Clerk to Attend MAMC Master Academy, March 18-20, 2014 in Mt. Pleasant, Michigan. Clerk Kean has requested to attend the next level of training from the Michigan Association of Municipal Clerks (MAMC). Last year, she completed the final year of the three-year Clerk's Institute program. Expenses will be a \$450 registration fee (early bird price) and three nights of housing, which is \$75 per night. Mileage and a few meals will bring the total expenses to approximately \$800. The Clerk's education/training budget has approximately \$870 remaining.

MOTION Sherwood, seconded Walker, to authorize expenses for Clerk Kean to attend the MAMC Master Academy training on March 18 – 20, 2014, in Mt. Pleasant, Michigan.

Roll Call Vote

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

Clerk Kean thanked the Board for their support and approval of her request.

Board Appointment – Michael Gould on the Zoning Board of Appeals (ZBA). Supervisor Howe recommended the appointment of Mike Gould to the ZBA for a three-year term effective 12-02-13 through 12-02-16. Mr. Gould is a semi-retired businessman. He currently serves on our Compensation Commission and, if approved, he will be required to resign in order to accept the ZBA position. Mr. Howe said, including Mr. Gould's vacancy, the Compensation Commission will be looking for two residents to fill the vacancies. This is not urgent as the Commission only meets during the odd years, i.e., their next meeting will be in 2015.

MOTION Walker, seconded Sherwood, to approve the appointment of Michael Gould to the Zoning Board of Appeals for a three-year term effective 12-02-13 through 12-02-16, contingent upon his resignation from the Compensation Commission.

Roll Call Vote

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

Postage Meter Service Contract. This matter has been brought to the Board due to the fact that the service contract has recently expired. The Township has paid \$95 per month (Note: Since September, 2008) for a contract with Pitney Bowes (PB). The contract included service calls and the purchasing of a scale, envelope feeder and base for the meter. The current hourly rate for a service call is \$450 per hour with a two-hour minimum charge. Mileage and parts are extra. The competition for PB does not have a good track record for service according to other municipal employees that have switched away from PB.

The options discussed were to either set up another service contract or to take the risk to continue to use the equipment without a contract. The cost would be approximately the same if the Township paid a one-year service agreement vs one service call per year. It was the consensus of the Board to continue without a service agreement because the equipment has been very reliable. It has only received one service call since it arrived at the Township. The Board will be kept informed on this matter.

Any Other Business: MTA Conference Reminder. Last Friday, MTA sent out an e-mail to all attendees. If Board members did not receive it, please call the Township Office ASAP. This e-mail contains an “E-pass” for use at the conference.

Public Comment. None.

Other Board Business – Baird Lawsuit Update. Supervisor Howe said that on 12-18-13 oral arguments were given before Judge Aquilina. The arguments were similar to the written version. At the end of the hearing, there was no decision. Judge Aquilina said that she would continue to review this case; no additional information was given. As of today, the Township still has not yet heard from the Judge.

Adjournment. The meeting adjourned 8:21 p.m.

JoAnne Kean, Clerk

*Transcribed by JoAnne Kean, Clerk
January 2014 min.word*