

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Budget Work Session/Special Meeting
Thursday, March 12, 2015 – 11:00 a.m.
Vevay Township Hall**

MINUTES

Members Present: Supervisor Gary Howe, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustees Bruce Walker and Douglas Shaw
Members Absent: None
Staff Present: Deputy Clerk Brett Linsley

The meeting was called to order at 11:07 a.m. by Supervisor Howe followed by the Pledge of Allegiance.

Set/Amend Agenda. No changes were made to the agenda.

Public Comment. None.

2015 Local Road Improvement Program. The meeting packet contained a handout that outlined suggested local road projects for 2015. Ingham County Road Department Managing Director Bill Conklin will set up a meeting to present potential projects to the Board after reviewing various possibilities. Supervisor Howe – said he plans to check whether Eden Road, from Kipp to Tomlinson, is a Class A road for funding purposes. Clerk Kean – asked all Board members to keep the related handout readily available for a future meeting as early as April.

Delinquent Miscellaneous Receivables. Delinquent receivables typically involve fire run payments that have not been paid in full. Supervisor Howe – explained that when delinquent fire runs from previous years are aggregated, they account for only about 4% of all fire runs. He (Howe) suggested that the Board consider setting an annual base amount that can be deemed uncollectible. The Board concurred that individuals with unpaid fees should certainly be contacted but that the associated attorney, court, and arbitration fees are often greater amounts than the money owed to the Township. The collection process also involves many hours of work by Township officials with no guarantee that people will pay, even after arbitration. The Board reviewed a list of delinquent fire runs from 2010 to 2014 and reached the conclusion that the delinquent fire runs from 2010, 2011, and 2012 totaling \$2,025 be deemed uncollectible. Discussion occurred regarding how to record these write-offs for auditing purposes.

The Board discussed at length an outline of dealing with delinquent receivables. Furthermore, the Board reached a consensus to review all outstanding receivables on an annual basis.

MOTION Howe, seconded Sherwood, with regret to deem as uncollectible the invoices associated with the following fire run incidents totaling \$2,025:

- #2010-148 (Hubbard)
- #2011-157 (Sheldon)
- #2011-158 (Boerema)
- #2012-49 (Herrick)
- #2013-94 (Sottek)

Roll Call Vote

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

Treasurer Sherwood – asked if we should have an official policy for addressing delinquent receivables. The Board – discussed the benefits of a written policy and entered a discussion regarding the Board’s role in crafting policies in general. The Board agreed that in order for all members to take a more active role in policy-making, previously made policies should be brought forward to the Board for review in the near future. The Board reached a consensus to create a policy for addressing delinquent receivables. That policy will be presented at a future Board meeting.

Review of Vevay Township Fee Schedule. Currently, the Township will buy back cemetery lots and spaces for the same dollar amount at which they were sold. Supervisor Howe – requested establishing a new fee for “cemetery certificate reissue” for \$20. If approved, a new general ledger revenues line item will also need to be established. The Board – reviewed Hall rental fees from contiguous jurisdictions. Clerk Kean – noted that the associated fees for housekeeping and grounds maintenance can be more costly than the rental fee. The Board discussed a possible fee change.

MOTION Kean, seconded Walker, that the Township Hall rental fee be raised to \$100 effective April 1, 2015 (no change was made to the renter’s required \$500,000 liability insurance coverage).

Roll Call Vote

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

MOTION Howe, seconded Sherwood, that a revenues line item be added for cemetery certificate reissues and to authorize a \$20 fee for certificate reissues, effective April 1, 2015.

Roll Call Vote

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

Vevay citizens may petition the Township for a Zoning Amendment or adjustment to the Zoning map. Supervisor Howe – suggested a \$300 fee. An escrow account may be required in order to cover additional expenses for the Attorney and/or the Community Planner to review the petition and add language.

Clerk Kean – suggested that the ordinance petition should have a provision that explicitly stated that any Ordinance issue created by petition would be addressed at the next *scheduled* Planning Commission meeting. If a special meeting was requested, the additional expense would require the use of the escrow account. She (Kean) also requested that a space for the petitioner and/or owner’s email address be added to the form.

MOTION Howe, seconded Sherwood, to set the filing fee for a Zoning Ordinance Amendment Petition at \$300, effective April 1, 2015, and that the petition form be approved with the following additions:

- 1.) Escrow account may be required
- 2.) Petitions will be addressed at regularly scheduled Planning Commission meetings
- 3.) Blank space for email address

Roll Call Vote

Ayes: Walker, Shaw, Sherwood, Howe & Kean

Nays: None

2014-15 Budget Amendments as of 3-12-15. The Board reviewed revenue items that were highlighted at the last Budget Workshop to ensure estimates were still accurate. At their last meeting the Board reached a consensus to add money to the line item for *Trustee Salaries*. After some research, Clerk Kean discerned that adjusting a salary line item requires a motion by the Board. An influx in building projects in the Township also requires that about \$3,000 is added to the line item for *Building Permits*. Finally, a \$2,000 transfer to the *Social Security/Medicare* line item will be needed for the fiscal year’s final payroll.

MOTION Walker, seconded Kean, that the 2014-15 GF Budget be amended by debiting the following:

101-101-960.000	Educational Meetings	\$ 100
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And crediting the following account:

101-101-705.000	Trustee Salary	\$ 100
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Debiting the following:

101-000-676.000	Unappropriated Funds	\$5,000
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And crediting the following accounts:

101-371-819.000	Building Permits	\$3,000
101-957-715.000	Social Security/Medicare	\$2,000

Roll Call Vote

Ayes: Kean, Walker, Shaw, Sherwood & Howe

Nays: None

Municipal Employees Retirement System (MERS) Benefit Review. At the last meeting, Supervisor Howe suggested that approving more modest benefits for future employees could make the Township’s plan more sustainable. He (Howe) recommended that the Board meet with a representative of MERS to discuss options. The Board discussed how a cash contribution in the

meantime could bring the Township into compliance with new laws sanctioned by the Governmental Accounting Standards Board (GASB). He (Howe) suggested a \$15,000 to \$18,000 contribution from *Unappropriated Funds*.

MOTION Walker, seconded Shaw, in compliance with GASB standards, to reduce the unfunded pension liability, and make a MERS contribution before 3-31-15 in the amount of \$20,000 from *Unappropriated Funds* (GL #101-000-676.000) to *Retirement Benefits* (GL #101-237-874.000).

Roll Call Vote

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

The Board took a break for lunch at 12:48 p.m. The meeting reconvened at 1:41 p.m.

Review of 2015-16 Budgets. The Board reviewed the proposed 2015-16 Budget that included revisions made at the March 5th Budget Workshop. Clerk Kean – noted that \$2,400 invoice for hotel expenses incurred during this fiscal year has not yet arrived and upon receipt will be expensed to *Educational Meetings* (GL #101-101-960.000). Supervisor Howe – pointed out that funds to purchase a laptop for the new Supervisor would be expensed to Capital Outlay.

MOTION Howe, seconded Kean, to approve the purchase of a new laptop, software, and accessories for the new Supervisor, for an amount not to exceed \$1000 from *Capital Outlay* (GL #101-210-970.000).

Roll Call Vote

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

MOTION Howe, seconded Shaw, to approve the purchase of a new office chair for the Treasurer’s Office for an amount not to exceed \$150 from *Treasurer Supplies* (GL #101-253-728.000) to be purchased after March 31, 2015.

Roll Call Vote

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

Other Business. Supervisor Howe – reviewed what occurred at last week’s two Board of Review meetings. Treasurer Sherwood – informed the Board that *APEX Precision Solutions* had recently been dissolved. The Board approved that company for an industrial facilities exemption certificate (tax abatement) which began in the 2014 tax year. Personal Property Taxes in the amount of \$2,800 from that business have not been paid. The Township attorney has been asked to help the Treasurer because of the legalities of collection on an IFT property. The Board discussed adding the terms “loose leaf copy” and “available online” to the fee schedule to describe the newly compiled Zoning Ordinance.

Adjournment. The meeting was adjourned at 2:25 p.m.

JoAnne Kean, Clerk