

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Special Meeting
Monday, November 16, 2015
Vevay Township Hall – 12:00 p.m.**

MINUTES

Members Present Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Shaun Sherwood, and Trustee Doug Shaw

Members Absent: Trustee Bruce Walker

Staff Present: Deputy Clerk Brett Linsley

The meeting was called to order by Supervisor Ramey at 12:01 p.m. and followed by the Pledge of Allegiance.

Set/Amend Agenda. Because the full Board was not present, the agenda was set as presented.

Public Comment. There was no public comment.

Authorization to Purchase Prepaid Postage. The postage meter has a remaining balance of approximately \$800 of prepaid postage. The Clerk has requested that the Board authorize the purchase of \$2,000 in prepaid postage at this special meeting because of the 10 business day processing time. Tax bills and the Special Land Use project (500 letters) will need to be mailed out prior to the December 14th Board meeting. These two mailings would exceed the remaining postage balance. The Clerk and Treasurer have discussed adding prepaid postage to the list of pre-approved expenses in accordance with the Account Payable Policy. Because Trustee Walker was not present, the Board deemed it appropriate to wait for the December Board meeting before discussing whether or not to place pre-paid postage on the pre-authorized expense list.

MOTION Shaw, seconded Sherwood, to authorize expense and payment of \$2,000 for prepaid postage, charged to *Printing/Publishing/Postage General Services* (GL#101-210-900.000).

Roll Call Vote

Ayes:	Ramey, Sherwood, Shaw & Kean
Nays:	None
Absent:	Walker

Authorization for Remaining MTA Annual Conference Expenses. At its October meeting, the Board authorized \$2,500 in expenses to send Board officials to the MTA annual conference. At the regular November meeting, the Board also authorized \$1,500 for ZBA and PC members to attend. Changes have been made to the roster of attendees and there are other potential changes that require additional funds to be authorized. The Board could either authorize a set amount of funds or make a generalized motion to authorize the funds necessary to send officials to the training.

MOTION Shaw, seconded Sherwood, to authorize expense and payment of the necessary funds to send all interested Board, Planning Commission, and Zoning Board of Appeals members to the MTA Annual Conference in Detroit, Michigan from January 19-22, 2016, charged to *Governing Body – Educational Meetings* (GL #101-101-960.000).

Roll Call Vote

Ayes: Sherwood, Ramey, Kean & Shaw
Nays: None
Absent: Walker

Adjournment. The meeting was adjourned at 12:07 p.m.

*Transcribed by Deputy Clerk Brett Linsley
November 16, 2015 Special Meeting Minutes.doc*

JoAnne Kean, Clerk