

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Monday, October 10, 2016
Vevay Township Hall – 7:00 p.m.**

MINUTES

Members Present: Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustees Doug Shaw & Bruce Walker

Members Absent: None

Staff Present: Deputy Clerk Brett Linsley

Others Present: Planning Commission Secretary John Lazet

Set/Amend Agenda. The Following Item was added under Pending Business, Item F:

Authorization to pay invoices from *D&G Equipment* and *The Bugman* Invoices

Consent Agenda. Clerk Kean –noted that during September’s bank reconciliation, the cash and bank statements matched, but that the general ledger was short \$117. The auditor and *BS&A* are helping resolve the issue.

MOTION Shaw, seconded Walker, to approve the consent agenda as published.

***All items listed in Item IV 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 (*).**

- Minutes from 9-12-16 Meeting and 9-29-16 Special Meeting. *approve & file
- Financial Reports – 1) Fund Balances/Investments 2) Balance Sheets, and 3) Revenue & Expenditure Report. *receive & file
- Planning Comm. Minutes Regular Meeting on 9-7-2016.*distribute
- September 2016 AGS Building/Zoning Report. *receive & file
- Correspondence from:
 - 1.) Mason Fire Department re: July, August & September Response Reports. *file
 - 2.) Mich. Dept. of Transportation re: Traffic Summit Meeting. *file
 - 3.) City of Mason re: Rezoning Request @ 652 Hull Road, Mason, MI. *file
 - 4.) Michigan PSC re: for Natural Gas Customers of Consumers Energy. *file

Roll Call Vote

Ayes: Ramey, Sherwood, Shaw, Walker & Kean

Nays: None

Public Comment. Resident William Diamond – explained that he has been the guardian of the Hawley Endowment funds for 45 years and that no Supervisor has used those funds until now. He does not take issue with the funds being used but thinks they should be used for improvements, not for general maintenance.

Accounts Payable Disbursement Authorization Report.

MOTION Kean, seconded Ramey, to approve the Disbursement Authorization Report as presented for General Fund Checks #27792 – #27844 and EFTs #177, #178, #179, #180, and #181 in the total amount of \$32,184.35.

Roll Call Vote

Ayes: Sherwood, Ramey, Kean, Walker & Shaw

Nays: None

MTA On the Road. The Supervisor, Clerk, and Treasurer shared some of the highlights from the MTA training they attended last month.

Supervisors Report:

Public Hearing Rezoning. The Planning Commission (PC) will hold a Public Hearing next month to consider reverting the zoning of a property on Jewett Road that was authorized for conditional rezoning several years ago. The Board will make a decision after receiving a recommendation from the PC.

Memo from Ingham County Health Department. The owner of the fore-mentioned properties on Jewett Road recently enquired about the possibility of installing a septic system on their property. The Ingham County Health Department has informed both the owner and the Township that the conditions at these properties are not suitable for a conventional or engineered system. It could only be done if the City of Mason extended its sewer system to the properties.

Planning Commission Special Meeting. The Planning Commission held a Special Meeting to begin working on amendments to the Zoning Ordinance. The Commission did not create any amendments at the meeting but did begin preliminary considerations of possible amendments. Trustee Walker said that the PC may decide to divide possible amendments into groupings so that work can be done without waiting for all preparations to be made at the same time.

Clerk's Office: November General Election Update. The Clerk's Office organized another Voter Registration day at Mason High School on September 29th. Twenty students were registered, nine of whom were eligible to vote in the November Election. The City of Mason, Vevay and Aurelius Township Clerks were present to register students. Clerk Kean informed the Board that as of today 484 absentee ballots have been requested and 88 have been returned. There are currently 2888 registered voters in Vevay Township. The last day to register to vote in the November General Election is October 11th.

Adoption of Revised Pre-Approved Audit List. Clerk Kean presented a revised Post Audit Approval list was presented to the Board for approval. The revised version includes the postage meter rental. Clerk Kean – noted that the effective date of the list would be October 10th.

MOTION Kean, seconded Walker, to adopt the revised Post Audit Approval List dated October 10, 2016.

Roll Call Vote

Ayes: Shaw, Sherwood, Ramey, Kean & Walker

Nays: None

Treasurer's Office re: New Bank Approval Request. Treasurer Sherwood has asked the Board to approve *Flagstar Bank* as a depository for Township funds. She (Sherwood) would like to move the DDA's money market funds into CDs at *Flagstar Bank*. The interest rate on those funds would increase from .02% to .55%. Supervisor Ramey noted that the bank has a five-star rating.

MOTION Sherwood, seconded Shaw, to approve *Flagstar Bank* as an investment tool for Vevay Township.

Roll Call Vote

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

Resignation of Deputy Clerk. Deputy Clerk Linsley has submitted a letter in the Board packet asking for acceptance of his resignation, effective January 1, 2017. He will be available to train the incoming Deputy Clerk. He has asked to continue performing the Township hall and offices housekeeping services.

MOTION Kean, seconded Sherwood, to regretfully accept Deputy Clerk Brett Linsley's resignation effective January 1, 2017 and to maintain his housekeeping services at the current rate through March 31, 2017.

Roll Call Vote

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

Starting Wage and Training of New Deputy Clerk. Clerk Kean has interviewed a candidate who has worked for the Lansing City Council's Office. She has experience with preparing board packets, minutes and agendas. She has agreed to a starting rate of \$14 an hour. The Township office's secretary will be off for a week and a half for surgery. Consequently, Clerk Kean asked the Board to approve up to 24 hours for the candidate during that time to be cross-trained by Deputy Clerk Linsley as well as 16 hours in November and 16 hours in December. Spreading the training over the course of a few months would allow the new Deputy Clerk to see month to month as well as daily activities.

Supervisor Ramey – clarified that the money would come from *Deputy Clerk – Wages* (GL #101-215-705.000) and would not cause any budgetary issues.

Trustee Walker – asked when next available MTA training would be available. Clerk Kean said she will explore the issue further and bring any findings back to the Board next month.

Trustee Shaw – noted that he has an issue starting a trainee at \$14/hr. Clerk Kean – noted that she has relevant experience.

MOTION Kean, seconded Ramey, to appoint Lindsay Brower as a temporary office assistant at the rate of \$14/hour for up to 56 hours to be charged to *Deputy Clerk – Wages* (GL #101-215-703.000), effective October 18, 2016.

Roll Call Vote

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

Second Quarter Budget Adjustments. Trustee Walker asked why the College Road properties rental fee had not been collected. Clerk Kean explained that this fee is not due until March 31st, 2017. The General Publishing line item gets disbursed to various other funds, making it appear shorter than it actually is. The Building Permits and Enforcement funds were close to being over-budget. The line item for Planning Commission legal services is also low. Clerk Kean explained that there have been several irregular special land use requests, particularly the one from *Consumers Energy*, that have expended these funds more quickly than anticipated. The Township has been reimbursed for the *Consumers Energy* project, but the Township auditor suggested that the reimbursement should not be returned to the legal services line item. Two thousand dollars are available in *Contracted Refuse Cleanup* (GL #101-526-817.000). This amount

MOTION Kean, seconded Walker, to authorize expense and reimbursement of up to \$150 for hotel expenses for the Treasurer to attend MTA training in Grand Rapids, charged to *Treasurer – Educational Meetings* (GL #101-253-960.000).

Roll Call Vote

Ayes: Sherwood, Walker, Kean, Shaw & Ramey

Nays: None

CMMC Recertification Fee. The Board has already authorized the training needed for the Clerk to earn her recertification as a Certified Michigan Municipal Clerk. An application fee of \$100 must be paid to be recertified for a two-year period.

MOTION Kean, seconded Walker, to authorize expense and payment of \$100 for the application fee for the Clerk’s recertification as a Certified Michigan Municipal Clerk, charged to *Dues & Subscriptions* (GL #101-101-958.000).

Roll Call Vote

Ayes: Ramey, Sherwood, Shaw, Walker & Kean

Nays: None

Final Lawnmower Payment. This month, the Township must pay the third and final invoice for the new lawn mower. The Board needs to approve expense and payment of that invoice so that it can be charged to the Hawley Cemetery fund.

MOTION Ramey, seconded Kean, to authorize expense and payment of \$1,103.00 for the final payment on the Township lawnmower, expensed to *Capital Outlay – Hawley Cemetery* (GL #101-276-970.209).

Roll Call Vote

Yeas: Ramey, Kean, Walker & Shaw

Nays: Sherwood

Authorization Request to Pay D&G Equipment and The Bugman Invoices. The Township received two invoices after the disbursement report was created. The Board must approve the expense and payment of these invoices.

MOTION Kean, seconded Sherwood, to authorize expense and payment in the total amount of \$430.69 for the following invoices:

- ***D&G Equipment* for \$340.69 (GL #101-265-932.000)**
- ***The Bug Man* invoice for \$90.00 (GL #101-265-931.000)**

Roll Call Vote

Yeas: Shaw, Sherwood, Ramey, Kean & Walker

Nays: None

Cemetery Ordinance Revision. Supervisor Ramey reviewed proposed revisions of the Cemetery Ordinance with the Board, including the correspondence between new section numbers and the current ordinance. Sections 9, 19 through 24, and 26 are new. Supervisor Ramey suggested that the Board go through the revised ordinance point by point at next month’s Board meeting.

Additional Business. Trustee Walker asked why the *D&G Equipment* invoice included repair costs for the Township’s previous mower. Supervisor Ramey explained that there had been a negotiation regarding

charges for a repair on the old mower. *D&G* agreed not to charge for labor but that the Township would still pay for the replaced part.

Clerk Kean – noted that the next Board meeting will be on a Wednesday evening (November 16th) due to the November General Election.

Public Comment. Resident Tina Robinson distributed letters written by friends who had concerns about the situation caused by marijuana growth on a neighboring property. Ms. Robinson explained that in a recent correspondence, the County Treasurer said that the Township should take more control of these kinds of situations. She (Ms. Robinson) expressed hope that revisions in ordinances would allow the Township to affect the situation.

Supervisor Ramey – commented that the Board has done what it is legally able to do and that he has heard from the Ingham County Health Department who said they will make another visit to the property.

Adjournment. The meeting adjourned at 8:31 p.m.

JoAnne Kean, Clerk

*Transcribed by Deputy Clerk Brett Linsley
October 2016 BOT Minutes.doc*