

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Monday, September 11, 2017
Vevay Township Hall - 7:00 p.m.**

MINUTES

Members Present: Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustees John Lazet and Richard Lacasse

Members Absent: None

Staff Present: Mary Ruttan, Deputy Clerk, Joe Verlin, *Gabridge & Company*

Others Present: Jason Orton, *David Chapman Agency*, ICSO Sgt. Josh Treat, Janet Michaluk, *DEQ Brownfield Coordinator*, Resident Mr. Thomas Bergeon, and three other interested residents.

The meeting was called to order by Supervisor Ramey at 7:00 p.m., followed by a moment of silence in memory of 9-11 and the Pledge of Allegiance.

Set/Amend Agenda. The agenda was set as published

Consent Agenda.

MOTION Lacasse, seconded Sherwood, to adopt the consent agenda as published.

Roll Call Vote

Ayes: Ramey, Sherwood, Lazet, Lacasse & Kean

Nays: None

Recommendations are preceded by an asterisk (*).

- Meeting Minutes for Regular Meeting on 8-14-17 *approved & filed
- Financial Reports - August 2017 1) Fund Balances, 2) Balance Sheets, 3) Revenue & Expenditure Reports & 4) Accounts Receivable Report. *received & filed
- Planning Commission Regular/Public Hearings Meeting on 8-9-17.*distributed
- August 2017 AGS Building/Zoning Report. *received & filed
- Correspondence from:
 - 1.) Mason Fire Department re: August Response Report. *filed
 - 2.) WOW! re: Quarterly Franchise Fee Payment (dated 6-30-2017). *filed
 - 3.) Annual "Mason Cares" organized by Dart Bank. *filed
 - 4.) MI PSC: re: Notice of Hearing for Consumers Gas/Electric Customers Case #U18241.*filed

Items Removed from Consent Agenda. None.

Public Comment. None.

Sergeant Treat re: Vevay Township Incident Report for August. Sergeant Treat presented his activity report for the month of August. Sergeant Treat stated the B&E's have stopped in Vevay Township however, they have continued in some of the surrounding areas. Sergeant Treat recapped the monthly synopsis. He indicated there was an increase in traffic accidents in the area of Cedar Street & Howell due to the road construction. Trustee Lazet asked if there was any coordination regarding the breach of information at Equifax. Sergeant Treat said nothing at this time. If a resident has an issue, they should call him and he will take a report. The Board appreciated the quick response from Sheriff Wrigglesworth on the clarified answers to the questions from last month. Trustee Lazet stated he appreciated the service of Sergeant Treat as a police officer on behalf of the residents of Vevay and himself.

DEQ Brownfield Coordinator Introduction – Janet Michaluk. Ms. Michaluk is the brownfield coordinator for most of Mid-Michigan. The primary goal is to educate and provide resources for the redevelopment of contaminated properties including administering grants and loans as well as Act 381 Tax Increment Financing for environmental eligible activities. She also would be glad to work as a liaison for other state departments, i.e. EDC. Trustee Lazet inquired if agriculture properties are eligible for brownfield activities. Ms. Michaluk said industrial, commercial and residential properties are the only properties eligible. Trustee Lazet stated the hand out information included in the packet was useful and informative and placement on our website could benefit some residents.

Accounts Payable Disbursement Authorization.

MOTION Kean, seconded Lazet, to approve the Disbursement Authorization Report for General Fund Checks #28450 - #28499 and EFTs #234, #235, #236, #237 and #238 in the total amount of \$37,793.42.

Roll Call Vote

**Ayes: Sherwood, Ramey, Kean, Lacasse & Lazet
Nays: None**

Supervisor's Report: Mason/Vevay LDFA Update. Supervisor Ramey stated in the Mason LDFA Plan going back 27 years there was an obligation for the township to pay 50% of the Mason Waste Water Treatment Plant expansion. This document was presented to both the township attorney and Mason's LDFA attorney and they both agree due to the 1998 court settlement regarding the 425 Agreement there is no obligation to pay on the part of the township. Consequently, the township does not have any obligations to pay 50% of the water treatment plant.

Treasurer's Report: Tax Collection Update. Treasurer Sherwood stated that tax collection is in full swing. Currently the Township has a total of 1,591 parcels and have approximately 690 parcels left to collect for the summer tax collection. The final delinquent personal property for 2016 was paid on September 6, 2017. Trustee Lazet asked if any of the Vevay parcels were in foreclosure. In response, Treasurer Sherwood stated delinquent parcels are turned over to the county to collect and there are none.

Clerk's Report:

Election Update. Clerk Kean passed out copies of the November 7, 2017 ballot. There are two ballot styles. Mason will have two proposals on the ballot and Dansville will have one proposal. Clerk Kean stated Ingham County & Mason Schools will not be reimbursing election costs. This was confirmed by the Michigan Election Bureau. The Election Commission has combined the precincts as a cost savings measure. Area clerks will be sharing legal notice costs to save money. At the next meeting, the board will need to approve a budget amendment for elections as an election was not anticipated for 2017. Clerk Kean stated the deputy clerk will be working additional hours due to the election and the board has approved a \$500.00 per diem for the Clerk to conduct the election. Clerk Kean stated the November 7, 2017 election will be the first time to use the new election equipment.

Commercial Bank Update. Clerk Kean stated a letter was received from Commercial Bank and they would no longer be able to honor our request to monitor compliance with multiple signatures on our checks. This is due to a fully automated check clearing process. Clerk Kean stated that the auditor suggested positive pay or negative pay options from the bank as an alternative. Treasurer Sherwood stated this non-compliance is not new information. We are just now receiving formal notice. Discussion continued regarding the current the process of the bank reconciliation and the reviewing of signatures on the check while maintaining fiscal integrity.

2017 Audit Report Presentation. Township Auditor Joe Verlin of *Gabridge & Company* presented and reviewed the annual audit report in detail. Mr. Verlin thanked the board for their confidence and it was a pleasure working with everyone at the township. All the documents were presented timely and the internal controls are suitably designed. Mr. Verlin stated the reports were validated and he was pleased to present an "unmodified opinion," the most favorable opinion given. Mr. Verlin continued to review the audit in detail. Trustee Lazet asked why tax revenues went down. Treasurer Sherwood stated it was due in part to the decrease in personal property and increase in disabled veteran exemptions. An inquiry was made regarding the statute of limitation on uncollectible debt. Auditor Verlin stated it depends on the situation and the board should make a decision when the items are not collectible. Trustee Lacasse inquired if the township records were transparent. Auditor Verlin stated nothing rose to the level that would require any corrective action. The Board thanked Mr. Verlin for his work and being present.

MOTION Kean, seconded by Lacasse, that the Board accepts the 2017 Vevay Township Audit Report as presented by *Gabridge & Company*.

Roll Call Vote

**Ayes: Lazet, Sherwood, Ramey, Kean, & Lacasse
Nays: None**

David Chapman Insurance re: Liability Policy for 2017 and Payment of Invoice. Mr. Orton introduced himself and gave a brief history of *Chapman Insurance Agency*. The 2017 Policy

was included in the packet for review. Mr. Orton went briefly over the policy and rates. The board must authorize the payment so that the invoice can be paid in September.

MOTION Kean, seconded Lazet, to authorize the expense and payment of the 2017 Liability insurance invoice to *Chapman Insurance Agency* in the amount of \$12,150.00 to be paid in September and charged to *Insurance & Bonds (GL #101-950-910.000)*

Roll Call Vote

Ayes: Lacasse, Lazet, Sherwood, Ramey & Kean

Nays: None

Chapter 16, Special Land Uses, Section 16.06 Paragraph PP, Abandoned or Discontinued Wireless Communication Towers. The proposed text amendment would clarify the intent of the Ordinance. The Ordinance was drafted in a manner to require review and application of standards when development occurs. The proposed amendment would add the necessary requirement for removal of an abandoned wireless communication tower. If the use is ended temporarily, there is a timetable to bring the tower back into active use. These provision should further the goals of the Township (through the Ordinance) to avoid blight and various potential hazards, to allow for orderly development or removal of wireless communication towers, and to maintain the rural character of the Township.

The Ordinance amendment was introduced for adoption by Ramey, and supported by Lazet:

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
ORDINANCE NO. 68.43
PREAMBLE**

AN ORDINANCE TO AMEND ORDINANCE NO. 68, THE VEVAY TOWNSHIP ZONING ORDINANCE AND SPECIALLY TO AMEND CHAPTER 16, TO AMEND SECTION 16.06, PARAGRAPH PP, SUB-PARAGRAPH 19., AND TO REPEAL ANY ORDINANCES IN CONFLICT THEREOF; AND TO PROVIDE AN EFFECTIVE DATE HEREOF.

Roll Call Vote

Ayes: Kean, Lacasse, Lazet, Sherwood, & Ramey

Nays: None

(Note: The official record of Ordinance No. 68.43 is printed in its entirety in *Vevay Township Ordinances, Volume II.*)

ORDINANCE DECLARED ADOPTED.

Resolution Approving PRD Landowner Application for Ingham County Farmland and Open Space Preservation (ICFOSP) by Thomas & Maxine Bergeon. The ICFOSP Board recently selected one of Vevay Township landowner to participate in the permanent preservation of local farm land. Unlike a PA 116 agreement, the preservation of these lands would be permanent and the land would not be available for development. Mr. Bergeon said he planted the acres of pine trees in 1951 and would like to keep the rural township rural. The County requires the Township Board's approval to move forward with the application process.

The following resolution was introduced for adoption by Kean and supported by Sherwood:

**TOWNSHIP OF VEVAY, COUNTY OF INGHAM
RESOLUTION APPROVING PDR LANDOWNER APPLICATION FOR
THOMAS R BERGEON AND MAXINE BERGEON
PARCELS #33-10-10-12-100-003 and # 33-10-10-12-100-006
RESOLUTION #17-11**

WHEREAS, agriculture and farmland is important to our community by generating economic revenue, providing important environmental benefits, maintaining our rural character and open spaces, and by contributing to our quality of life; and

WHEREAS, agricultural land continues to be converted to other uses as the population moves out into the more rural agricultural areas of our community; and

WHEREAS, the local governing body has reviewed this request for support and determined that the nomination of the property for development right purchase is compatible with the long-range goals of Vevay Township regarding farmland preservation; and

WHEREAS, the local governing body finds the request for the approval to the County PDR program acceptable:

THEREFORE BE IT RESOLVED, that the governing body of Vevay Township authorizes Thomas R and Maxine Bergeon participation in the Ingham County PDR program. Vevay Township supports the efforts of the Ingham County Board of Commissioners to establish and fund an active farmland preservation program in Ingham County and encourages landowners who own land that should be preserved to apply to this program.

Roll Call Vote: **AYES: Ramey, Kean, Lacasse, Lazet & Sherwood**
 NAYS: None

RESOLUTION DECLARED ADOPTED.

Authorization Request for Annual Maintenance of Emergency Generator. Supervisor Ramey stated it was time to renew the annual maintenance contract for the standby generator. Due to health issues Mr. Wieferich was not able to timely submit a proposal.

MOTION Ramey, seconded Kean, to authorize the expense and payment up to \$600.00 for the annual maintenance of the emergency generator charged to GL #101-265-932.000.

Roll Call Vote: **AYES: Sherwood, Ramey, Kean, Lacasse, & Lazet**
 NAYS: None

Authorization request to Approve Additional Cross Training Hours. Treasurer Sherwood stated that Debra Blair worked two additional hours during cross training as Assistant to the Treasurer. She stated Deputy Treasurer Blair did not want to be paid for it; however, she did put it on her time card. Supervisor Ramey stated it was important to pay her as it was on her time

card. Trustee Lazet inquired regarding how does this effect the Uniform Budgeting & Accounting Act which states expenses must be authorized before incurred.

MOTION Sherwood, seconded Kean, to authorize the expense and payment of two additional hours of cross training for Debra Blair at the rate of \$14.00 per hour to be charged to GL #101-253-703.000.

**Roll Call Vote: AYES: Lazet, Sherwood, Ramey, Kean & Lacasse
 NAYS: None**

Authorization for MTA on Line Training for New Deputy Treasurer. Treasurer Sherwood stated that Deputy Treasurer Blair would like to have additional training. The MTA training will be on tax collection. This training will be extremely helpful to the Deputy Treasurer.

MOTION Sherwood, seconded Lazet, to authorize the expense and payment up to \$150.00 for the MTA on line training up to be charged to GL #101-253-960.000.

**Roll Call Vote: AYES: Lacasse, Lazet, Sherwood, Ramey, & Kean
 NAYS: None**

Any Other Business: Trustee Lazet inquired if the issued regarding the foul odor at 960 W. Dansville Road was resolved. Supervisor Ramey said he had not received any complaints.

Public Comment. Mr. Jeff Carter said he believed the operations of the township were transparent and applauded the Board on their hard work to protect our financial status. He thanked Treasurer Sherwood for her hard work. Trustee Lazet noted that Treasurer Sherwood would collect \$5,000,000 in taxes and every penny would be accounted for. Mr. Fred Kiefer said if any employee works they should be paid. He inquired who will pay for the removal of an abandoned cell Tower. Supervisor Ramey said there will be a bond in the SLU to cover the expense. Mr. Kiefer supported the disabled Veterans exemption.

Adjournment. The meeting was adjourned at 8:45 p.m.

JoAnne Kean, Clerk