

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Monday, February 12, 2018
Vevay Township Hall - 7:00 p.m.**

MINUTES

Members Present: Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Sherwood, Trustees John Lazet and Richard Lacasse
Members Absent: None
Staff Present: Deputy Clerk Mary Ruttan and Deputy Treasurer Debbie Blair
Others Present: Sheriff Scott Wriggelsworth, Sergeant Josh Treat and two interested residents

The meeting was called to order by Supervisor Ramey at 7:00 p.m. followed by the Pledge of Allegiance.

Set/Amend Agenda. Motion by Ramey, seconded Kean, to set agenda, as presented.

Passed Unanimously

Consent Agenda. MOTION Kean, seconded Lacasse, to adopt the consent agenda as presented.

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

***All items listed in Item IV are considered 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 so requests, in which event the item will be removed from the Consent Agenda and considered separately.**

Recommendations are preceded by an asterisk (*).

- Meeting Minutes for Regular Meeting/Public Hearing on 1-8-18 *approved & filed
- Financial Reports – January 2018, 1) Fund Balances & Investments 2) Balance Sheets 3) Revenue & Expenditure Reports 4) Accounts Receivable Report. *received & filed
- Planning Commission Regular Meeting on 1-3-18. *distributed
- January 2018 AGS Building/Zoning Report. *received & filed
- Correspondence From:
 - 1.) Mason Fire Department re: January Response Reports. *filed
 - 2.) MI PSC: Notice of Hearing for Consumers Gas Customers Case #U18411. *filed
 - 3.) MI Bell Telephone /AT&T Video Serv. Franchise Fees Rpt. Oct-Dec 2017. *filed

Items Removed from the Consent Agenda- Discussion. None

Public Comment. None

Reports. Ingham County Sheriff Department - Sheriff Scott Wriggelsworth. Sheriff Wriggelsworth presented a review of the 2017 year and the revisions and improvements made in the Sheriff's Office. This included a new records management system, remediation of the evidence room issue and a change in the procedure for writing police reports. Sheriff Wriggelsworth presented his 2018 vision including a proposed millage in November for an Ingham County Justice Complex that would include 55th District Court, new jail facility and Sheriff Office being built in the same location in Mason.

ICSO - Sergeant Treat re: Vevay Township Incident Report for January. Sergeant Treat reviewed the synopsis of the calls for service for the month of January 2018. The report was placed on file.

Accounts Payable Disbursement Authorization Report. Clerk Kean gave a brief explanation of the two large disbursements to the City of Mason and the Ingham County Drain Commissioner.

MOTION Kean, seconded Lazet, to approve the Disbursement Authorization Report for General Fund Checks #28736 - #28803 and EFTs #260, #261, #262, #263, #264 and #265 in the total amount of \$ 78,884.58.

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

Supervisor's Report: Transfer Authority. Supervisor Ramey informed the Board that under the General Appropriations Act, he is authorized to make transfers. Supervisor Ramey reviewed with the Board the necessary transfers made for the month of January.

Update on a Commercial Site Plan for Roy & Judy Harris @ 839 Eden Road, Mason. Supervisor Ramey deferred to Trustee Lazet who is the secretary of the Planning Commission. Trustee Lazet explained the proposed new use as a mini storage facility and site plan update as presented to the Planning Commission.

Treasurer's Report: MMTA Winter Workshop Update. Treasurer Sherwood and Deputy Treasurer Blair attended educational classes regarding delinquent personal property tax collection, creating a fraud policy, legislative updates and work place safety. Discussion followed on the need for work place safety here at the Township Office. Treasurer Sherwood thanked the Board for authorizing their attendance.

Clerk's Report: Training Update on Parliamentary Procedures. Clerk Kean reported the training on parliamentary procedures was extremely informative. The Board may see slight changes in the minutes. Clerk Kean thanked the Board for authorizing their attendance. Also, Deputy Clerk Ruttan thanked the Board and said it was very informational.

Adoption of a Revised Fringe Benefits Ordinance #46.05. Supervisor Ramey presented a brief review of proposed Ordinance #46.05. Discussion followed regarding the timeline and implementation procedures. It was noted, by taking this action, the Board has implemented a plan to fully fund and protect all pensions. Trustee Lacasse suggested a synopsis of the Board actions be written and published in the E-news.

The following ordinance was introduced for adoption by Ramey and supported by Lacasse, as presented:

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
ORDINANCE NO. 46.05**

An ordinance to create and establish an annuity or pension plan, to provide medical and life insurance for the officers and employees of Vevay township, to provide for a contribution for past service and to authorize the township supervisor and the township clerk to contract, in the name of the township, for such plans; to define those classes of officers and employees who shall be covered by such annuity or pension medical and life insurance plans; to set forth the respective per centum shares which Vevay township and the officers and employees shall contribute to further provide for the deduction of contributions from officers and employees compensation; to establish the time at which existing and future employees shall become eligible for such plan and to further establish the normal retirement date for all employees; to provide a method for non-coverage of an officer or employee of the annuity or pension or medical plan; to set forth a date wherein each person covered under the annuity or pension plan shall have a vested right or interest in such plan; to ratify and confirm the validity of any annuity or pension plan in existence on the effective date of this ordinance; and to repeal all ordinances or parts of ordinances in conflict herewith.

Roll Call Vote

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

(Note: The Official record of Ordinance No. 46.05 is printed in its entirety in *Vevay Township Ordinances, Volume II.*)

ORDINANCE DECLARED ADOPTED.

Waiver or Creation of a Penalty for Failure to File a Property Transfer Affidavit.

Supervisor Ramey reviewed Act 206 of 1893 section 211.27b. Discussion followed regarding the procedure and interpretation of the law. The Assessor is developing a policy and procedure to verify the receipt of all property transfer affidavits. Michigan Township Association will be contacted for further information. No action was taken.

Review of the Conflict of Interest Waiver with Attorney.

Supervisor Ramey stated that this agenda item and the next item [the Agreement between Downtown Development Authority (DDA) & Vevay Township] are related. Supervisor Ramey outlined the reason for the Conflict of Interest Waiver between Vevay Township and the DDA. Attorney Revore represents both entities. Trustee Lacasse reviewed the waiver and agrees it is a reasonable document.

MOTION Ramey, seconded Kean, to waive any conflict using the same Legal Counsel in this matter, and any going forward.

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

Review of the Agreement Between DDA and Vevay Township. Supervisor Ramey outlined the purpose of the agreement between the Downtown Development Authority and the Township. To adequately provide fire protection services to properties in the District, the DDA will contribute \$9,021.00 for the purpose of supporting the Township's obligation under Fire Services Contract between the City of Mason and the Township.

MOTION Kean, seconded Lazet, to approve entering into an agreement between Vevay Township and the Downtown Development Authority for payment of fire protection related services.

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

Folding Machine Annual Maintenance Agreement – Pitney Bowes. Clerk Kean summarized who uses the folder/inserter machine and the cost associated if a maintenance agreement is not executed.

MOTION Lazet, seconded Kean, to authorize the expense and payment up to \$700.00 for the folding/inserting machine maintenance agreement with Pitney Bowes for the period 3-1-18 to 2-28-19 to be charged to GL #101-210-818.000.

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

Payment of the Ingham County 2018 HazMat Dues, Supervisor Ramey explained this is a yearly expense and is included in the budget. This commitment is a result of a Township resolution from 1996. The annual dues of \$500.00 has been the same since 1996.

MOTION Kean, seconded Lazet, to authorize the expense and payment of the 2018 HazMat dues invoice for \$500.00 to be charged to GL #101-336-813.000.

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

Phone & Internet Upgrade Agreement with AT&T. Supervisor Ramey explained that fiber optics was being installed across the road from the Township Hall. Our current contract has expired, and the installation would be at no cost. We would be locked in for a three-year rate. Discussion followed regarding the firewall, continued use of the current phone system, and additional yearly expense for this upgraded service.

MOTION Lacasse, seconded Lazet, to authorize the expense and payment for phone and internet upgrade, to enter into a three-year agreement with AT&T, Supervisor Ramey would be the signatory and expenses to be charged to GL #101-265-853.000.

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

Treasurer’s Office Request for a Budget Adjustment for Deputy Wages. Treasurer Sherwood stated she needs additional funding in Deputy Wages and has unused funds within her cost center. Discussion followed comparing this year’s hours worked to previous years. Clerk Kean noted the pay check received on April 6, 2018, will be in the new fiscal year. The last week in March hours will be accrued back into the 2017-2018 fiscal year.

MOTION Ramey, seconded Sherwood, to authorize a cost center adjustment for Treasurer Deputy wages as follows: \$200.00 from Tax Collection Expense (GL #101-253-833.000), \$200.00 from Postage (GL #101-253-900.000), \$400.00 from Educational Meetings (GL #101-253-960.000) to be transferred to Deputy Wages (GL #101-253-703.000)

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

Delinquent Miscellaneous Receivables. Treasurer Sherwood reviewed the enclosed Miscellaneous Receivables report. The report details action taken on each property. Discussion followed regarding specific cases.

MOTION Ramey, seconded Lazet, to authorize the following miscellaneous receivables to be submitted to Mid-Michigan Collection Bureau for a total of \$9,375.61

Earl Haynes	580.00
Jordan K. Harris	448.00
Melissa Berlin	235.00
Meredith T. Moshauer	268.00
Dave McHaney	1,229.00
Lloyd Fields	254.00
Annette Marie Thomson	853.00
Lloyd Fields	36.50
Jon S. Freburg	417.00
Lucianna&Donald Doll	732.50
Douglas Shaw	788.61
Jwan&Ebony Randle	360.00
Jeff Collar	393.00
Kevin&Nicole Mackinder	314.00
Melissa Medrano	644.00
Matt McNamara	371.00
Kenneth Ray Bennett	754.00

David William Cvengros 349.00
Brock Reese 349.00

Roll Call Vote Ayes: Lacasse, Ramey, Kean, Lazet & Sherwood
Nays: None

Set Public Hearing for 2018-2019 Budget & Work Sessions. Supervisor Ramey stated the proposed dates for the 2018-2019 budget work sessions & public hearing is included in the packet.

MOTION Ramey, seconded Kean, to schedule the 2018-2019 Budget Public Hearing for Wednesday, March 7th, at 6 p.m. and the Special Work Session Meetings for February 16, February 22 & March 1, 2018 all at 1 p.m.

Roll Call Vote Ayes: Ramey, Sherwood, Lazet, Lacasse & Kean
Nays: None

Board Appointments.

MOTION Kean, seconded Sherwood, to re-appoint Fred Northrup and Jonathon Vrabel to the Downtown Development Authority for a four-year term effective April 5, 2018 through April 4, 2022.

Roll Call Vote Ayes: Sherwood, Ramey, Kean, Lacasse & Lazet
Nays: None

Any Other Business. None

Additional Public Comment. Resident Tami Shaw spoke regarding their SLU and the outstanding miscellaneous receivable. She was critical of her debt being forwarded to collections.

Adjournment. The meeting was adjourned at 9:11.

JoAnne Kean, Clerk