

**VEVAY TOWNSHIP  
BOARD OF TRUSTEES  
Regular Meeting  
Monday, September 16, 2019 at 7:00 p.m.  
Vevay Township Hall – 780 Eden Road, Mason**

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**MINUTES**

**Members Present:** Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustee Richard Lacasse and Trustee John Lazet  
**Members Absent:** None  
**Staff Present:** Deputy Clerk Mary Ruttan, and Deputy Treasurer Debbie Blair  
**Others Present:** Joe Verlin from *Gabridge & Company*, ICSO Sgt. Josh Treat and six interested residents

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

**Roll Call/Excuse Absent Member.** None.

**Set/Amend Agenda.**

**MOTION Kean, seconded Lacasse, to set agenda as presented.**

**Voice Vote**

**Passed Unanimously**

**Consent Agenda.**

**Recommendations are preceded by an asterisk (\*).**

- Meeting Minutes for the Regular Meeting on 8-12-19 and Special Meeting 9-6-19. received & filed
- Financial Reports – August 2019, 1) Fund Balances & Investments 2) Balance Sheets 3) Revenue & Expenditure Reports. \*received & filed
- Report for Missing Property Transfer Affidavits (No Changes). \*received & filed
- Planning Commission Regular Meeting of 8-7-19 & Special Meeting 8-21-19. \*distributed
- Building Report - August. \*received & filed
- Zoning Administrator Report: Bldg/Enforcement Report for August 2019. received & filed
- Correspondence from:
  - 1.) Mason Fire Department re: August Response Reports. \*filed
  - 2.) WOW1 Quarterly Franchise Fee Report Dated 6-30-19. \*filed
  - 3.) AT&T 12<sup>th</sup> Annual Video Report. \*filed

**MOTION by Sherwood, seconded Ramey, to adopt the consent agenda as presented.**

**Roll Call Vote**

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

**Items Removed from Consent Agenda – Discussion.** None.

**Public Comment.** None.

**IC Sheriff Department Sergeant Treat Vevay Township Incident Report for August.**

Sergeant Treat reviewed the synopsis of calls for the service month of August. Sergeant Treat informed the Board that two Vevay residents notified the Sheriff's Office that an individual had been pilfering through their mailboxes for information to be taken to a bank to set up a fraudulent account. Sergeant Treat introduced his daughter Reagan, who is a fifth grader at Alaiedon School.

**Joe Verlin, Gabridge & Company, for the 2019 Audit Report Presentation.**

Auditor Joe Verlin of *Gabridge & Company* presented and reviewed the annual audit report. 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 by page the audit. Trustee Lazet asked about the reduced funding percentage on the pension liability. Mr. Verlin reviewed the MER's requirements and calculations in detail. The Board thanked Mr. Verlin for his service.

**MOTION Kean, seconded Lazet, that the Board accept the 2019 Vevay Township Audit Report as presented by *Gabridge & Company*.**

Roll Call Vote

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

**Accounts Payable Disbursement Authorization.** Clerk Kean reviewed the Disbursement Authorization list highlighting several items with an explanation. Trustee Lazet inquired about the need to do maintenance on the Township siren system.

**MOTION Kean, seconded Lazet, to approve the Disbursement Authorization Report for General Fund Checks #29907-29971 and EFT's #363 #364, #365, #366, #367 and #368 in the total amount of \$50,195.65.**

Roll Call Vote

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

**Supervisor's Report: Ordinance Violations Letter Sent to 3265 Rolfe Road.** Supervisor Ramey referred the Board to the attorney drafted letter mailed to 3265 Rolfe Road. Discussion followed on the condition of the property and previous actions taken by the Township. If the owner failures to comply with Ordinance Violation Notification within 30 days of the date of the letter, legal action will be required. Funding is available to cover the legal expense.

**MOTION Ramey, seconded Lacasse, to authorize the expense up to \$2,000 to enforce legal actions in court per ordinance violation letter sent to 3265 Rolfe Road, contingent upon non-compliance by September 25, 2019, to be charged to *Enforcement & Special Inspections (GL #101-371-824.000)*.**

Roll Call Vote

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

**Supervisor's Report: Hawley Cemetery Shed Repairs Update.** The repairs have been completed including a new roof and door on the shed at Hawley Cemetery. The driveway repair at Eden Cemetery has also been completed.

**Clerk's Report: Rayner Creek Drain Project Update.** The Vevay Township portion of the Rayner Creek Drain project is considered an emergency project. The project bids will be released on September 18 with the bid opening scheduled for September 23<sup>rd</sup>. The project is slated to begin on October 7<sup>th</sup> and will be substantially completed by November 8<sup>th</sup>.

**Clerk's Report: ICC-MTA Educational Day – Save the Date 9-24-19.** Clerk Kean referred the Board to the ICC-MTA Educational Training Event. Supervisor Ramey and Clerk Kean will be attending. Clerk Kean provided an update to the Board regarding the proposed change of the well and septic inspection from Point of Sale to a mandatory every 10-year inspection. Bill Haun from the Ingham County Environmental Health Department will be presenting information on this change at the next ICC-MTA meeting to be held on October 23, 2019 at the Vevay Township Hall.

**Clerk's Report: Email from Dane Wagner Regarding Bandwidth Special.** Frank Vargas of *Vargas Computer Systems, Inc.*, brought to the attention of Clerk Kean an issue regarding our internet bandwidth speed. After discussion with AIE Solutions, it was determined that streaming was causing the slowdown of the internet speed. Discussion followed regarding the need to increase or continue the same bandwidth speed. The Board agreed that a trial period take place and if needed, this matter will be brought back to the Board. Those affecting the speed will not be streaming until further notice. The Board decided no further action was needed.

**Treasurer's Report: Tax Collection Update.** Treasurer's Sherwood stated that they have collected taxes on 1,386 parcels leaving 130 non-deferred parcels unpaid. It was the consensus of the Board to include a newsletter in the December tax bill.

**Treasurer's Report: MR Collection Report.** Treasurer Sherwood updated the Board on the payment status of the Invoice Short List. She (Sherwood) informed the Board that Mid-Michigan Collection Bureau is now a division of Congress Collection. Treasurer Sherwood will contact Congress Collection regarding a new contract and responsible signature. This information will be provided to the Board at the next meeting.

**Trustee Lazet: SLU #130, Cell Tower/Launstein.** SLU #130 is no longer active. Trustee Lazet provided to the Board an update on the activities of the Planning Commission.

**ZO Amendment Regarding Mining of Earthen Materials.** Trustee Lazet presented the proposed changes in the zoning amendment ordinance with detailed explanation of each change. Discussion followed on the escrow process and the need for further explanation of the acronyms EGLE and MDNR. This agenda item will be held over one month for additional review.

**Authorization Request for Annual Maintenance of Emergency Generator.** Supervisor Ramey stated he included in the packet a copy of the invoice and maintenance program checklist from Ron Wieferrich for last year. Mr. Wieferrich informed Clerk Kean there will be an increase in labor costs this year. He (Ramey) is requesting up to \$665.00 for the Annual Maintenance.

**MOTION Kean, seconded Lazet, to authorize the expense and payment up to \$665.00 for the annual maintenance of the emergency generator to be charged to *Townhall Grounds Repairs & Main (outside)* (GL #101-265-932.000).**

**Roll Call Vote**

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

**Authorization Request for Repair or Replace Faucets for Both Restrooms.** Supervisor Ramey presented to the Board the requested second quote for the faucet replacement and repairs from Ron Wierich in the amount of \$643.00. The previous quote from Pierce Plumbing was for an amount not more than \$500.00.

**MOTION Kean, seconded Sherwood, to authorize the expense and payment up to \$500.00 to Pierce Plumbing for the replacement and repair of four faucets in the two restrooms to be charged to *Townhall Repairs & Maintenance (inside)* (GL #101-265-931.000).**

**Roll Call Vote**

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

**Authorization Request for West Short Services, Inc. Annual Preventative Maintenance Agreement.** Supervisor Ramey presented to the Board an Agreement for Inspection and Annual Preventative Maintenance for Community Alert/Notification System. Discussion followed regarding the need for the agreement and the federal requirements for maintenance. The Board determined no further action was necessary.

**Authorization Request for MTA on the Road Training for Elected Officials – October 16<sup>th</sup> or 17<sup>th</sup>.** Supervisor Ramey referred the Board to the MTA's On The Road 2019 Regional Meeting schedule. There was no interest in attending any of the sessions. No further action was required.

**Treasurer's Attendance at MMTA Fall Conference.** Treasurer Sherwood requested approval to attend the MMTA Fall Conference being held at the Radisson in Kalamazoo on October 13-16, 2019.

**MOTION Sherwood, seconded Ramey, to authorize the expense and payment up to \$875.00 for the Treasurer's registration fee, parking, lodging and meals to attend the MMTA Fall Conference held in Kalamazoo from October 13-16, 2019 to be charged to *Treasurer's Office Education* (GL #101-253-960.000)**

**Roll Call Vote**

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

**Capital Improvement Plan.** The Board discussed several items on the Capital Needs List. Clerk Kean said the next step is for the Board to pass two resolutions. The first resolution will approve the Capital Improvement Plan and the second resolution will commit funds for the Capital Improvement Plan. Clerk Kean was asked to bring both resolutions to the next meeting.

**Any Other Business.** None.

**Additional Public Comment.** Four residents commented on the terrible condition of the roads that were recently chip sealed, the competency of the Environmental Health Department relative to Well & Septic testing, requesting additional information on the proposed changes for Well & Septic testing, and the several Board actions taken.

**Adjournment.** The meeting adjourned at 9:22 p.m.

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JoAnne Kean, Clerk

Transcribed by Deputy Clerk Ruttan