

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Budget Work Session/Special Meeting
Thursday, March 18, 2021 at 10:00 a.m.
Vevay Township Hall – 780 Eden Road, Mason**

VIA ZOOM MEETING ID #813 5905 6703

MINUTES

Members Present: Supervisor John Lazet (Mason), Clerk JoAnne Kean (Englewood, FL), Treasurer Mary Ruttan (Mason), Trustee Richard Lacasse (Mason), and Trustee Patricia McNeilly (Mason)

Members Absent: None

Staff Present: None

Others Present: Incoming Treasurer Christopher Lewis

The meeting was called to order by Supervisor Lazet at 10:02 a.m. and followed by the Pledge of Allegiance.

Roll Call/Excuse Absent Member. Clerk Kean called the roll as stated above. All members were present through remote zoom access and each member stated their location as required.

Set/Amend Agenda. The agenda was set as presented. Supervisor Lazet will update the Board on the DDA meeting under any other business.

Public Comment. None

FY 2020-21 Lapse and Possible Uses. Supervisor Lazet stated there will not be a large lapse or net income this year. He would like to direct any net income into the Capital Improvement Plan. Supervisor Lazet will make a recommendation at the next meeting.

BS&A Software for Building Permits. The Board expressed support for the Building Permit Software. Clerk Kean addressed the issue of record retention and believes the software will improve FOIA request response, lend to issuing mechanical, electrical, and plumbing permits, and better meets the needs of our residents. Supervisor Lazet and Clerk Kean, after attending a record retention presentation, will make a recommendation to the Board.

Update on Tri-County Office on Aging for Meals on Wheels. Supervisor Lazet requested from Tri-County Office on Aging additional information on how the Elder Millage effects the Meals on Wheels program. He has not received a response.

Set Public Hearing for Fire Protection Services Ordinance. The Board discussed the two-tier flat fee schedule as recommended by Kerry Minshall, City of Mason Fire Chief. Discussion followed on possible exemptions to the fee schedule. A one-time fee exemption will be allowed for a malfunctioning fire alarm. Attorney Revore will develop appropriate language.

MOTION Lazet, seconded Lacasse, to schedule a public hearing during the regular Board of Trustees meeting on April 14, 2021 for a proposed amendment to Ordinance 32.02 for the establishment of Fees for Fire Protection Services. Furthermore, scheduling the public hearing be predicated on receiving a final draft to meet the publication deadline.

Roll Call Vote

**Ayes: Lazet, Ruttan, Lacasse, McNeilly, & Kean
Nays: None**

2021-22 Fee Schedule. There will be no change to the Copy/Fax fee. The Zoning Board of Appeals Petition fee will remain \$750.00. However, the per diem cost of the Zoning Board of Appeals members will be the obligation of the Township, not the petitioner. Supervisor Lazet recommended the minimum building permit fee increase to \$350.00 with 5 inspections instead of two. The fee schedule will be voted on at the next Board meeting.

MOTION Lazet, seconded Ruttan, that the Township not charge the petitioner the cost of the Zoning Board of Appeals member per diems when a petition is filed for a hearing by the Zoning Board of Appeals.

Roll Call Vote

**Ayes: Ruttan, Lazet, Kean, McNeilly, & Lacasse
Nays: None**

Included in the Board packet was the Hines/Cowing ZBA Appeal Expense Sheet indicating an additional fee of \$837.18. Trustee Lazet explained the reason why the Township should assume some level of responsibility for the actions that led to filing a petition with the Board of Appeals.

MOTION Lazet, seconded McNeilly, that given the unique history of the actions that led to Thelma Hines filing a petition with the Zoning Board of Appeals to construct a residence, the Township Board waive all costs for the ZBA action that exceed the fee and escrow amount of \$1,250 already paid by the applicant.

Roll Call Vote

**Ayes: Lacasse, Ruttan, Lazet, Kean, & McNeilly
Nays: None**

Budget Adjustments for the 2020-21 Budget. None.

Postage Meter Discussion. Treasurer Ruttan stated the postage metering machine recently required maintenance. The current meter is an analog system, and it was recommended that we upgrade to a digital system. The analog systems are being phased out and maintenance is no longer comprehensive. The quote from Pitney Bowes is for the purchase of the machine and meter for \$1,352.87. The metering services will be charged quarterly at a rate of \$80.94 per quarter and a yearly equipment maintenance fee of \$22.40.

MOTION Ruttan, seconded Lazet, to authorize the expense and payment to Pitney Bowes for the purchase of C425 SendPro C Scale Bundle and Meter Equipment in the amount of \$1,352.87 to be charged to General Services Office Equipment Leases & Repairs (GL #101-210-818.000) and that a cost center adjustment in the amount of \$1,000.00 from General Services Print/Publish/Postage (GL #101-210-900.000) and that \$250.00 from General

Services Legal (GL #101-210-826.000) be transferred to General Services Office Equipment Leases & Repairs to cover the cost of the equipment.

Roll Call Vote

**Ayes: McNeilly, Lacasse, Ruttan, Lazet, & Kean
Nays: None**

Michigan Employees Retirement System. Regional Manager Marne Daggett reviewed the Annual Valuation Report for 2019. The unfunded pension liability was reviewed. The extra actions taken by the Board have increased the constitutionally required level of funding to 56%. Without the added action, the funding level would have been 44%.

Review of Township Office Policies. Clerk Kean and Trustee Lacasse were asked to review office policy #19-Payroll Time Sheet and #20-Petty Cash Internal Controls. They are recommending eliminating both policies. The reason policy #19 was established no longer exists. After consultation with the auditor, there are other options for reimbursing small purchases. However, it is their recommendation that the \$100.00 petty cash amount be transferred to the “Cash Drawer” balance. This would increase the cash drawer funds to \$300.00.

MOTION Kean, seconded Lacasse, to eliminate Policy #19-Payroll Time Sheet and #20 – Petty Cash Internal Controls and transfer the \$100 petty cash amount to the cash drawer funds for a total cash drawer balance of \$300.00.

Roll Call Vote

**Ayes: Lazet, Kean, McNeilly, Lacasse, & Ruttan
Nays: None**

Trustee McNeilly and Treasurer Ruttan were asked to review office Policy #11-Drop Box, #23-Property Tax Collection and Bank Reconciliation Internal Controls, #24-Receipting and Cash Drawer Procedures, and #28-Tax Collection Over/Short. They are recommending the elimination of policy #11-Drop Box. The items placed in the drop box are covered under other office policies. Policy #23-Property Tax Collection and Bank Reconciliation Internal Controls is proposed to be divided into two policies. They each represent different accounting functions. Each of the policies were rewritten to address current internal controls and procedural requirements.

MOTION Ruttan, seconded McNeilly, to eliminate Policy #11-Drop Box and to approve the Tax Collection Over/Short Policy, Property Tax Collection/Disbursement Policy, Bank/General Ledger Reconciliation Policy, and the Cash Receipting & Cash Draw Policy as presented.

Roll Call Vote

**Ayes: Kean, McNeilly, Lacasse, Ruttan & Lazet
Nays: None**

General Appropriations Act Resolution. Clerk Kean explained the blank lines on the proposed resolution. Discussion followed on Section 10: Transfer Authority, as to the appropriate dollar amount required. Action on this resolution will be taken at the next Board meeting.

Ordinances: Fringe Benefits. Due to changes in several employees' status, Fringe Benefit ordinance No. 46.05, Section 4, Paragraph C needs to be amended. Supervisor Lazet will provide a recommendation at the next Board meeting.

Ordinances: DDA. The fiscal year end of the DDA is currently the calendar year end. Due to recent changes in the state law, it is recommended the DDA's year end be the same as the Township. At the next meeting, the Board will need to make a motion to change the fiscal year of the DDA.

Discussion of CIP Resolution and Attachment. The resolution was reviewed, and discussion followed on Attachment A as it relates to the spending of fund balance on established priorities. Supervisor Lazet recommended dropping the Master Plan and adding Townhall Remediation to Attachment A.

Review of 2021-2022 Budget. Supervisor Lazet highlighted recent changes to the proposed budget. These include reduced healthcare expense, an increase for healthcare buyout, 2% staff wage increases, clerical office secretary off for surgery, and the DDA contribution toward fire protection services.

Any Other Business. Supervisor Lazet provided an update from the DDA meeting and the progress on the "ballfield" project. The children's playscape needs upgrading and the outside pavilion trash receptacles need replacing. Trustee McNeilly, through her company, and Treasurer Ruttan each offered to donate a park bench or new trash receptacles. More information will be presented at the next Board meeting.

Adjournment. The meeting adjourned at 11:49 a.m.

JoAnne Kean, Clerk

Scribed by Mary Ruttan