

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Wednesday, November 10, 2021, at 6:30 p.m.
Vevay Township Hall – 780 Eden Road, Mason**

MINUTES

Members Present: Supervisor John Lazet, Clerk JoAnne Kean, Treasurer Christopher Lewis, Trustee Richard Lacasse, and Trustee Patricia McNeilly

Members Absent: None

Staff Present: Deputy Clerk Mary Ruttan

Others Present: Courtney Samson, *Commercial Bank* and Michael Curtis, *Elavon Credit Card (via Zoom)* and two interested residents

The meeting was called to order by Supervisor Lazet at 6:30 p.m. and followed by the Pledge of Allegiance.

Roll Call/Excuse Absent Member. All members were present.

Set/Amend Agenda.

Additions: Authorization to Purchase BS&A Building Permit Software
Capital Region Airport Authority Open House-Mason Jewett Airport

MOTION Kean, seconded Lacasse, to approved Agenda as amended.

Roll Call Vote **Ayes: Lazet, Lewis, Lacasse, McNeilly & Kean**
Nays: None

Consent Agenda. Clerk Kean informed the Board that Item “I” should be *approved not *filed.

Recommendations are preceded by an asterisk (*).

- Minutes for the Regular Meeting 10-13-21 & Special Meeting 10-21-21. *approved & filed
- Financial Reports – October. 2021: 1) Cash & Investment Account Summary 2) Quarterly Investments 3) Balance Sheets 4) Revenue & Expenditure, and 5) Tax & DDA Check Registers. *received & filed
- Report of Missing Property Transfer Affidavits. *filed
- Planning Comm. Regular Meeting Minutes 10-6-21. *distributed
- Building Report – October 2021. *filed
- Zoning Administrator Report: Building/Code Enforcement Report for October 2021. *filed
- Authorization for Clerk to Attend MTA Webinar 12-10-21 Legislative Update. *approved
- City of Mason Tax Collection/Paid Report for PA425 and PA108 Areas. *filed
- Correspondence from:
Mason Fire Department re: October Response Reports. *filed

IC Sheriff Dept. Sgt. Jacob Newtown October Incident Report. *filed
Direct TV Franchise Fees for Quarter Ending 9-30-21. *filed
Thank you from MTA for Renewing Membership. *filed
Michigan Employees Retirement System Quarterly Report 6-30-21. *filed
Michigan Employees Retirement System Quarterly Report 9-30-21. *filed

MOTION Kean, seconded McNeilly, to adopt the consent agenda as corrected.

Roll Call Vote

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

Items Removed from Consent Agenda - Discussion. None.

Public Comment. None.

Elavon Credit Card Banking Services Presentation by Michael Curtis. Mr. Curtis gave a presentation on the Elavon Credit Card Processing software illustrating the customer interface, back-office process, and reporting options. The benefit of changing from Point-n-Pay to Elavon is a reduction in our residents processing fee and the next day availability of funds. Treasurer Lewis will contact Point-n-Pay regarding the termination of services.

**TOWNSHIP OF VEVAY
INGHAM COUNTY, MICHIGAN
RESOLUTION NO. 21-17**

**RESCIND RESOLUTION #2013-04
AND
RESOLUTION AUTHORIZING THE ACCEPTANCE OF
PAYMENT BY FINANCIAL
TRANSACTION DEVICES THROUGH THE ELAVON MERCHANT CREDIT CARD
PROCESSING SYSTEM (ELAVON)**

At a Regular Meeting of the Vevay Township Board of Trustees, held on Wednesday, the 10th day of November, 2021, at 6:30 pm.

Members Present: Supervisor Lazet, Clerk Kean, Treasurer Lewis, Trustee Lacasse, and Trustee McNeilly

Members Absent: None

The following resolution was offered by Member Lewis and supported by Member McNeilly.

WHEREAS the Vevay Township Board recognizes the need to provide options and convenience for citizens with regard to the payment of various monies due to the Township; and

WHEREAS the Township Treasurer has determined that the Elavon system, an electronic payment processing system, may be utilized to accept payments with the use of financial transaction devices without any cost whatsoever to the Township; and

WHEREAS the adoption of a resolution authorizing the acceptance of payments by financial transaction devices is within the purview of the Township Board pursuant to PA 280 of 1995; and

WHEREAS the Township's legal depository for all Township financial transactions is Commercial Bank and as such shall be the said depositories utilized by the use of the Elavon system; and

WHEREAS the Township Treasurer has determined that acceptable financial transaction devices include *Visa, Mastercard, Discover Card*, and various bank debit cards.

NOW THEREFORE BE IT RESOLVED that as of November 10, 2021. The Vevay Township Board of Trustees authorizes the use of financial transaction devices utilizing the Elavon system; and

BE IT FURTHER RESOLVED that the Vevay Township Board of Trustees authorizes the Township Treasurer to implement the use of the Elavon system according to the following policy:

1. The Township Treasurer shall determine the types of financial transaction devices that may be used.
2. Financial transactions that may be made by a financial transmission device shall include real & personal property tax payments and all other fees or monies assessed by the Township or due to the Township.
3. The Township Treasurer shall determine the staff authorized to accept such payments.

BE IT FURTHER RESOLVED that all Resolutions or parts of Resolutions in conflict with the provisions of this Resolution be and the same hereby are rescinded.

Roll Call Vote

Ayes: Lacasse, Lewis, Lazet, Kean, & McNeilly
Nays: None

RESOLUTION DECLARED ADOPTED.

Michigan Employees Retirement System Unfunded Pension Liability. Covering the unfunded pension liability is one of the four priorities established by the Board. A \$5,000 lump sum contribution is included in the 2021-22 budget. Since there is not an election this year, the Election Per Diem account allows for an additional \$2,000 contribution.

MOTION Lewis, seconded Lacasse, to reduce the unfunded pension liability, and make a **MERS contribution in the amount of \$7,000 from Retirement Benefits (GL #101-237-715.000) and transfer \$2,216.00 from Elections Per Diem (GL #101-262-705.000) to Retirement Benefits (GL #101-237-715.000).**

Roll Call Vote

Ayes: Kean, McNeilly, Lacasse, Lewis, & Lazet
Nays: None

Resolution for 2022 Board of Trustee Meeting Dates. The Board reviewed the suggested meeting dates.

**VEVAY TOWNSHIP
2022 BOARD OF TRUSTEES MEETINGS
RESOLUTION NO. 21-18**

Under provisions of law and statute provided, the following resolution is hereby adopted by the Vevay Township Board of Trustees, Ingham County Michigan, at a regular meeting assembled this 10th day of November 2021, at the Vevay Township Hall, 780 Eden Road, Mason, Michigan.

RESOLVED, that the Township Board of Trustees of the Township of Vevay, County of Ingham, State of Michigan, does hereby establish that there will be one (1) regular monthly meeting held by the Township Board as follows:

- 1) All regular meetings will be held at the Township Hall, 780 Eden Road.
- 2) Meetings will be held on **Wednesday** after the seconded (2nd) Monday of each month, unless otherwise noted below.
- 3) All meetings shall commence promptly at 6:30 p.m.
- 4) Dates of the meetings mentioned in paragraph two (2) shall be as follows:

January 12, 2022	July 13, 2022
February 16, 2022	August 10, 2022
March 16, 2022	September 14, 2022
April 13, 2022	October 12, 2022
May 11, 2022	November 16, 2022
June 15, 2022	December 14, 2022

MOVED for adoption by Kean and supported by McNeilly, that the foregoing resolution establishing Township Board meeting dates for the year 2022, be hereby adopted.

Roll Call Vote

Ayes: Kean, McNeilly, Lacasse, Lewis, & Lazet

Nays: None

RESOLUTION DECLARED ADOPTED.

Deputies Educational Meetings/Training Wage. As previously discussed, the current per diem rate was established in 2015. Discussion followed on the need to clarify compensation for travel time. Treasurer Lewis will research information from the Fair Labor Standards Act.

MOTION Kean, seconded Lacasse, to authorize the Deputy Clerk and Deputy Treasurer to receive their regular hourly rate of pay for attendance at educational meetings/trainings to be charged to *Clerk Office Educational Meetings* (GL #101-215-960.000) or *Treasurer Office Educational Meetings* (GL #101-253-960.000) effective immediately. All motions or parts of motions in conflict with the provisions of this motion are hereby rescinded.

Roll Call Vote

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

Vevay Voice Winter Newsletter. Supervisor Lazet handed out the draft “2021 Board Report” that will be included with the winter tax bill. This “2021 Board Report” will replace the “Vevay Voice Winter Newsletter”. Supervisor Lazet asked for any comments to be back by Friday. Treasurer Lewis will be mailing the winter tax bills on November 30th or December 1st, 2021.

Board Appointments. Supervisor Lazet reviewed the proposed appointments.

Motion Lazet, seconded Kean, to *appoint and **re-appoint the following:

*Mary Ruttan	Board of Review	Partial(13mo.) Term 11/10/21 to 12/31/22
**William Potter	Zoning Board of Appeals	Full(3yr.) Term 12/2/21 to 12/2/24
**Ilene Thayer	Zoning Board of Appeals	Full(3yr.) Term 12/2/21 to 12/2/24

Roll Call Vote

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

Authorization for Accident Fund Workers Compensation Audit Invoice. Clerk Kean stated the current invoice will be reduced. Additional information regarding Robert Baker, our grave digger, was requested. The current invoice is under review. Clerk Kean expects a \$100 to \$150 reduction in the amount.

MOTION Kean, seconded McNeilly, to authorize the expense and payment to Accident Fund in the amount up to \$831.00 for the 2020-2021 audit policy additional premium to be charged to *Insurance and Bonds* (GL #101-211-710.000).

Roll Call Vote

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

Accounts Payable Disbursement Authorization. Clerk Kean reviewed the Disbursement Authorization Report highlighting the checks to the City of Mason, Vargas Computer Systems and Revore Law Firm.

MOTION Kean, seconded Lewis, to approve the Disbursement Authorization Report for General Fund Checks 31391-31443 and EFT's #500, #501, #502, #503, and #504 for the total of \$60,409.28.

Roll Call Vote

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

Supervisor Lazet: Update on 1668 W. Dansville Road Violation. A court date of December 8, 2021, at 1:00 p.m. before the Honorable Circuit Judge Clinton Canady III has been scheduled.

Supervisor Lazet: Assignment and Feedback on Office Policies. Supervisor Lazet recommended the Board focus on the required American Rescue Plan Act fund policies. The review of the office policies will resume in January.

Supervisor Lazet: Policies Needed to Comply with Federal Grant Guidelines. Supervisor Lazet review the four required American Rescue Plan Act Policies. The Board requested additional time for review. The policies will be discussed at the December Board meeting.

BS&A Building Permit Software. Supervisor Lazet would like authorization to purchase the software and support services for the Building Permit Software. There was an increase in cost from the previous quote submitted in 2019.

MOTION Lazet, seconded Lacasse, to authorize the expense and payment to BS&A in the amount of \$18,200 for the purchase and implementation of the Building Department.Net software to be charged to *Building/Zoning Services Capital Outlay* (GL #101-371-971.000) and transfer \$2,100 from *Building and Grounds Capital Outlay* (GL #101-265-971.000) to *Building/Zoning Services Capital Outlay* (GL #101-271-971.000). Furthermore, to authorize Supervisor Lazet to sign the contract with BS&A.

Roll Call Vote

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

Capital Region Airport Authority Open House-Mason Jewett Airport. Supervisor Lazet and Clerk Kean attended the open house. Supervisor Lazet presented a short review of the future plans for the airport.

Treasurer Lewis: State Revenue Sharing & General Fund Financial Report. Treasurer Lewis reviewed and explained the State Revenue Sharing and General Fund Report graph highlighting the receipt of August Sales Tax State Revenue Sharing in the amount of \$64,788 and the PA425 payment from the City of Mason in the amount of \$38,218.32.

Treasurer Lewis: Winter Tax Bill. Approximately 1,700 winter tax bills are being prepared. The drain assessments, streetlight assessments and the counties delinquent roll have all been

imported into the current bill. The winter tax bill will not include an informational page on the back.

Clerk Kean: MTA Clerk's Retreat. Clerk Kean thanked the Board for allowing her to virtually attend the MTA Clerk's Retreat. Educational topics included elections & redistricting, required election training for accreditation, Open Meetings Act, ARPA-single audit and most importantly the Freedom of Information Act.

Trustee McNeilly: Planning Commission Report. The Planning Commission has finished the Accessory Building Ordinance. The proposed amended ordinance is ready for legal review.

Trustee McNeilly: Trails & Parks Grant. Robert Ford, *Landscape Architects & Planners, Inc.*, continues to work on our 5-year recreation plan. He has requested additional information to be include in the plan. Supervisor Lazet, Clerk Kean and Trustee McNeilly will provide the needed information.

Any Other Business. Treasurer Lewis researched the Fair Labor Standards Act. Under FLSA travel time is compensable at the employee regular hourly rate except for the home-to-work travel time. Supervisor Lazet asked the Board to contact him by email for any urgent legislation MTA recommends Boards act immediately. A Special Board meeting will then be scheduled to determine a response. Clerk Kean presented the 145 returned Absent Voter Ballot Applications that were mailed by the Secretary of State and returned as undeliverable. Clerk Kean explained the required returned mail process causing additional work and expense for the Clerk's Office. Trustee Lacasse felt a letter to the Secretary of State was in order.

Additional Public Comment. None

Adjournment. The meeting adjourned at 8:12 p.m.

JoAnne Kean, Clerk

Recorder Deputy Clerk Ruttan