

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Special Budget Adoption Meeting
Monday, March 24, 2025
Vevay Township Hall – 6:30 p.m.**

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 Tracy Ayres
Others Present: None

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

Deletion: Ingham County Hayhoe Trail resolution, instead discussed at April Board of Trustees meeting.

MOTION Kean, seconded Lewis, to set the agenda as amended.

Roll Call Vote

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

Public Comment: None.

2025-26 Employees' Salaries & Wages:

Assessor & Assessor Assistant. Assessor Jeff Mackenzie's and Assessor Assistant Jill Schliep's combined wages will increase to \$41,112. Assessor Assistant Jill Schliep's hourly rate will increase by \$1.00 to \$27.00 per hour effective 4/1/25. The Assessor Assistant's salary does not increase the assessor's cost to the Township.

MOTION Lazet, seconded Kean, to increase the combined salary of the Assessor's Department for Assessor Jeff Mackenzie and Assessor Assistant Jill Schliep to \$41,112 effective 4/1/25. The hourly wage for Jill Schliep will increase to \$27.00 per hour with a maximum of 240 hours effective 4/1/25.

Roll Call Vote

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

Project Manager

MOTION Lazet, seconded Lewis, to approve the hourly wage for the Project Manager position at \$22 per hour effective 4/1/25 and \$23.10 per hour effective 1/1/2026.

Roll Call Vote

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

Deputy Treasurer. Trustee Lacasse recused himself from the discussion and the vote.

MOTION Lewis, seconded Lewis, to approve the hourly wage for the Deputy Treasurer position at \$22 per hour effective 4/1/25.

Roll Call Vote

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

Accounting Manager

MOTION Lazet, seconded by Kean, to approve the hourly wage for the Accounting Manager position at \$24.25 per hour effective 4/1/25.

Roll Call Vote

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

Deputy Clerk

MOTION Lazet, seconded Kean, to approve the hourly wage for the Deputy Clerk position at \$22 per hour effective 4/1/25 and \$23.10 per hour effective 1/1/2026.

Roll Call Vote

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

Custodian

MOTION Lazet, seconded Lacasse, to approve the hourly wage for the Custodian position at \$19.85 per hour effective 4/1/25.

Roll Call Vote

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

Cemetery Sexton Supervisor Lazet has requested not to be compensated for the Cemetery Sexton duties for the 2025-26 fiscal year.

Zoning Administrator

MOTION Lazet, seconded Kean, to approve the per inspection or review rate for the Zoning Administrator at \$45 per inspection or review effective 4/1/25.

Roll Call Vote

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

Building Inspector

MOTION Lazet, seconded Lewis, to approve the per inspection rate for the Building Inspection at \$65.00 per inspection effective 4/1/25. Large Solar Energy Systems plan review and inspections will be compensated at \$130 per hour.

Roll Call Vote

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

Planning Commission/Zoning Board of Appeals/Building Board of Appeals/Recreation Commission Per Diem

MOTION Lazet, seconded Kean, to approve the Per Diem rate for members of the Planning Commission, Zoning Board of Appeals, Building Board of Appeals and Recreation Commission at \$80 per meeting with an additional five dollars for the Chairperson of each body at \$85.00 per meeting effective 4/1/25.

Roll Call Vote

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

Board of Review/Per Diem

MOTION Lazet, seconded Lacasse, to approve the Per Diem rate for members of the Board of Review at \$100.00 per meeting effective 4/1/25.

Roll Call Vote

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

Election Inspectors/Per Diem & Meal Expense All election training and early voting inspectors are paid at the rate of \$15.00 per hour.

MOTION Kean, seconded McNeilly, to approve the hourly wage for regular Election Inspectors at \$15 per hour, Electronic Poll Book Inspectors at \$17, Precinct Chairperson at \$19, and the election day meal expense at \$600 per election.

Roll Call Vote

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

Clerical Per Diem for Planning Commission/Zoning Board of Appeals/Building Board of Appeals/Recreation Commission

MOTION Lazet, seconded Kean, to approve the Clerical per diem rate for the Planning Commission/Zoning Board of Appeals/Building Board of Appeals/Recreation Commission at \$60 per meeting effective 4/1/25.

Roll Call Vote

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

Nays: None

Housekeeping Services at Township Hall

MOTION Lazet, seconded Kean, to approve the weekly housekeeping Per Diem at \$90 per cleaning effective 4/1/25.

Roll Call Vote

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

Nays: None

Supervisor Lazet moved the agenda item: *Compensation Commission Recommendation* to the last agenda item.

2025-26 Fee Schedule: Adoption of Fee Schedule by Resolution

**VEVAY TOWNSHIP, COUNTY OF INGHAM
RESOLUTION ADOPTING THE VEVAY TOWNSHIP
2025-26 FEE SCHEDULE, RESOLUTION #25-02**

At a special meeting of the Township Board of Trustees of the Township of Vevay, Ingham County, Michigan, held in the Township Hall, 780 Eden Road, Mason, Michigan 48854 on the 24th day of March 2025 At 6:30 p.m.

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

ABSENT: None

The following preamble and resolution were offered by Lazet and supported by Kean.

WHEREAS, the Vevay Township Board of Trustees is committed to delivering government services as efficiently as possible while being responsible with Township resources; and

WHEREAS, the Vevay Township Board of Trustees have reviewed the current fee schedule; and

WHEREAS, it has been determined that the fees will be updated as follows:

- Transfer LSES fees from SLU permit to Building Permits.
- Opening a grave – add \$100 for heavy frost, now contractor fee.

NOW THEREFORE BE IT RESOLVED, that the attached 2025-26 Vevay Township Fee Schedule is hereby adopted effective April 1, 2025; and

BE IT FURTHER RESOLVED, that any resolution or parts thereof in conflict with the provisions of this resolution are hereby repealed to the extent of such conflict.

MOTION Lazet, seconded Kean, to adopt Resolution #25-02, Vevay Township 2025-26 Fee Schedule as presented.

Roll Call Vote

Ayes: Lazet, Lewis, Lacasse, McNeilly and Kean

Nays: None

RESOLUTION DECLARED ADOPTED.

(See Addendum for Fee Schedule)

Compensation-In-Lieu of Benefits New Rate

**Vevay Township
Ingham County, Michigan
Resolution No. #25- 03**

Compensation-In-Lieu of Benefit Under the Group Health Insurance Plan under the Vevay Township Employee Healthcare, Death Benefit, and Pension Ordinance, No.46.06

At a special meeting of the Board of Trustees of the Township of Vevay, located in the County of Ingham, State of Michigan, held in the Vevay Township Hall, 780 Eden Road, Mason, MI 48854, on March 24, 2025, at 6:30 p.m.

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

ABSENT: None

The following preamble and resolution were offered by Lazet and supported by Lacasse.

WHEREAS, Section 110b of Public Act 77 of 1989, as amended, (MCL 41.110b) allows a Township to make arrangements with a prepayment plan for health, hospitalization, and medical and surgical service and expense insurance for any classes of elected or appointed township officers and employees, and dependents of those officers or those employees; and

WHEREAS, the Township has enacted Ordinance, No. 46.06, as amended, to establish Group Health Insurance Plans for its various classes of employees and officers to only include eligible officers and employees as the Supervisor, Clerk and Treasurer, and full-time employees regularly working 30 hours per week or more (i.e., “eligible officers and employees”); and

WHEREAS, the Township’s Group Health Insurance Plan is a Section 125 Cafeteria Plan that allows as an option compensation-in-lieu of the Group Health Insurance Plan; and

WHEREAS, the Township recognizes the mutual benefits for cost savings; and

WHEREAS, eligible officers and employees may elect at their sole discretion an option to receive compensation-in-lieu of the Group Health Insurance Plan rather than coverage under the Township's Group Health Insurance Plan.

NOW THEREFORE BE IT RESOLVED, that the Township of Vevay hereby adopts the following annual amount, as determined by the Township Board as the compensation-in-lieu of benefit rather than coverage under the Township's Group Health Insurance Plan: \$3,333.00 ("annual amount") paid on the regular monthly payroll to eligible officers and employees who elect the compensation-in-lieu option; and

BE IT FURTHER RESOLVED, that the Township shall make payment of said annual amount in compliance with state and federal laws and IRS and Treasury Regulations, and tax withholding, as applicable; and

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

BE IT FURTHER RESOLVED, that Resolution #25-03 is hereby adopted effective April 1, 2025.

MOTION Lazet, seconded Lacasse, to adopt Resolution #25-03, Compensation-In-Lieu of Benefit Under the Group Health Insurance.

Roll Call Vote

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

Nays: None

RESOLUTION DECLARED ADOPTED.

Resolution In Support of the Hayhoe Trail Extension from Holt to Mason. This item has been postponed until the April Board of Trustees meeting.

2025 Work Related IRS Standard Mileage Rate

MOTION Lazet, seconded Lewis, to adopt the Federal 2025 rate of 70 cents per mile for work-related mileage reimbursement.

Roll Call Vote

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

Nays: None

General Appropriations Act The Board reviewed the Resolution and completed Section 5: Estimated Revenues and Section 7: Estimated Expenditures. It was the consensus of the Board members the Transfer Authority amount will be \$5,000. Supervisor Lazet recommended allocating \$150,00 from the 2024-25 net surplus to fund the capital improvement plan.

**VEVAY TOWNSHIP
RESOLUTION ADOPTING
GENERAL APPROPRIATIONS ACT
RESOLUTION NO. 25-04**

A resolution to establish a general appropriation act for Vevay Township; to define the powers and duties of the Vevay Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Vevay Township resolves:

Section 1: Title

This resolution shall be known as the Vevay Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Township Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Township Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

For general law townships: Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on February 9, 2025, and a public hearing on the proposed budget was held on March 12, 2025.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2025-26, including an allocated millage of 0.9896 mills; and various miscellaneous revenues shall total \$1,029,595.

Section 6: Millage Levy

The Vevay Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 0.9896 mills as set forth by the Township Board.

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2025-26 for the various township cost centers shall total \$1,024,987.

Section 8: Adoption of Budget by Cost Center

The Board of Trustees of Vevay Township adopts the 2025-26 fiscal year general fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel may be made without prior board approval by budget amendment.

Section 9: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations and shall not issue any township order for expenditures that exceed appropriations.

Section 10: Transfer Authority

The Chief Administrative Officer shall have the authority to make transfers among the various cost centers without prior board approval, if the amount to be transferred does not exceed \$5,000. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

Section 11: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. a summary statement of the actual financial condition of the general fund at the end of the previous quarter.
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous quarter month.
- c. a detailed list of:
 - I. Expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.
 - II. For each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

Section 12: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 13: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 14: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P.A. 621 of 1978 and the Vevay Township personnel manual (if applicable).

Section 15: Board Adoption

Motion made by Lazet, seconded by McNeilly, to adopt Resolution #25-04, General Appropriation Act for fiscal year 2025-26.

Roll call vote

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

Nays: None

RESOLUTION DECLARED ADOPTED.

Special Revenue Funds

MOTION Lazet, seconded Kean, that the 2025-26 Special Revenue Fund Budgets be adopted as follows:

<u>Budget for</u>	<u>Revenues</u>	<u>Expenditures</u>
Hawley Cemetery Fund	\$ 25,050	\$ 25,000
Downtown Development Authority	\$111,500	\$ 66,350
Bullen Estates Street Lighting Fund	\$ 2,400	\$ 2,400
Mason Manor Lighting Special Account	\$ 10,800	\$ 10,500
Eden Street Lighting Fund	\$ 2,000	\$ 1,900
Lone Oak Street Lighting Fund	\$ 2,300	\$ 2,200

Roll Call Vote

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

Nays: None

Capital Improvement Plan (CIP) Resolutions

**TOWNSHIP OF VEVAY
INGHAM COUNTY, MICHIGAN
RESOLUTION TO ADOPT THE CAPITAL IMPROVEMENT PLAN 2024-2030
RESOLUTION #25-05**

At a special meeting of the Township Board of Trustees of the Township of Vevay, Ingham County, Michigan, held in the Township Hall, 780 Eden Road, Mason, Michigan 48854 on the 24th Day of March 2025 at 6:30 p.m.

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

ABSENT: None

The following Preamble and Resolution were offered by Lazet and supported by Lewis.

WHEREAS, a Capital Improvement Plan is a tool that can be used to implement the Township Master Plan; and

WHEREAS, the Capital Improvement Plan is a budgeting process used to determine public improvement needs over a 6-year period; and

WHEREAS, the Capital Improvement Plan will assist the Township in strategic and comprehensive planning; and

WHEREAS, the Capital Improvement Plan represents sound planning and management techniques that improves the efficiency and economy of local government; and

WHEREAS, the Capital Improvement Plan informs the public about the Township's investment in Capital Assets; and

WHEREAS, the Capital Improvement Plan should be reviewed and updated annually.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Vevay Township adopts the 2024-2030 Capital Improvement Plan, as presented in Attachment A; and

BE IT FURTHER RESOLVED, that any resolution or parts of Resolutions in conflict with the provisions of this resolution are hereby repealed to the extent of such conflict; and

BE IT FURTHER RESOLVED, that Resolution #25-05 is hereby adopted effective April 1, 2025.

MOTION Lazet, seconded Lewis, to adopt Resolution #25-05 Capital Improvement Plan 2024-2030.

Roll Call Vote

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

Nays: None

RESOLUTION DECLARED ADOPTED.

(See Addendum for Attachment A)

**TOWNSHIP OF VEVAY
INGHAM COUNTY, MICHIGAN
RESOLUTION TO FUND THE CAPITAL IMPROVEMENT PLAN 2024-2030
RESOLUTION #25-06**

At a regular meeting of the Township Board of Trustees of the Township of Vevay, Ingham County, Michigan, held in the Township Hall, 780 Eden Road, Mason, Michigan 48854 on the 24th day of March 2025.

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

ABSENT: None

The following Preamble and Resolution were offered by Lazet and supported by Kean.

WHEREAS, a Capital Improvement Plan has been adopted by the Vevay Township Board of Trustees; and

WHEREAS, the Capital Improvement Plan is updated annually; and

WHEREAS, the Downtown Development Authority (DDA) was added to the Capital Improvement Plan; and

WHEREAS, the Capital Improvement Plan is funded from the General Fund and the DDA Fund; and

WHEREAS, Public Act 57 of 2018 MCL 125.4910 requires that DDA Tax Increment Revenues to be expended within 5 years of their receipt; and

WHEREAS, adjustments for anticipated projects can also be made each year during the annual revision of the Township's budget; and

WHEREAS, the Board authorizes the allocation of committed funds to support the following projects: Building & Grounds 527,500, Vehicles 60,000, Recreation 80,000, and Roads 55,000; and

WHEREAS, the Board authorizes the allocation of Downtown Development Authority committed funds to support the following projects: Ingham County Trails and Parks Millage Grants, TR130 and TR131, and DNR passport Grant RP25-0020.

NOW THEREFORE, be it resolved, that the Board of Trustees of Vevay Township adopts the funding for the 2024-2030 Capital Improvement Plan, as presented in Attachment A; and

BE IT FURTHER RESOLVED, that any resolution or parts of Resolutions in conflict with the provisions of this resolution are hereby repealed to the extent of such conflict; and

BE IT FURTHER RESOLVED, that Resolution #25-06 is hereby adopted effective April 1, 2025.

MOTION Lazet, seconded Kean, to adopt Resolution #25-06, To Fund the Capital Improvement Plan 2024-2030.

Roll Call Vote

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

Nays: None

RESOLUTION DECLARED ADOPTED.

(See Addendum for Attachment A)

Purchasing Policy Review/Revision

MOTION Lazet, seconded Kean, to approve Purchase Policy GA-6 as amended.

Roll Call Vote

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

Nays: None

Authorization Requests

MOTION Lazet, seconded Lewis, to authorize the expense and payment to Southwell Builders for Eavestrough on Pavilion in the amount of \$1,500 to be charged to (GL #101-210-991.000)

Roll Call Vote

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

Nays: None

MOTION Lazet, seconded Lewis, to authorize the expense and payment to Smart Homes Smart Offices for Security Surveillance Cameras for township hall in the amount of \$3,000 to be charged to (GL #101-210-971.000)

Roll Call Vote

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

Nays: None

Supervisor Lazet reported on receiving a good price on new lawn mower and trade-in, the receiving of cemetery veteran memorial medallions, and receiving a correspondence from Frontier regarding internet service. He also gave an update on several township parcels.

Compensation Commission Recommendations

Per the request of Supervisor Lazet, Deputy Clerk Tracy Ayres was excused from the meeting at 7:10 p.m. At this time, Clerk Kean assumed the duty of minutes transcription.

2025 Compensation Commission Recommendations for FY25 & FY26

Township Official	Current Salary FY24 Eff. 4/1/24	Assumed 2025 Inflation Range	Recommended FY25 Increase Eff. 4/1/25	Recommended 2025 Salary Eff. 4/1/25	Assumed 2026 Inflation Range	Recommended FY26 Increase Eff. 4/1/26	Recommended 2026 Salary Eff. 4/1/26
Supervisor	\$37,841	2.4% to 2.9%	3.5%	\$39,165	2.1% to 2.3%	3.5%	\$40,536
Clerk	\$50,915	2.4% to 2.9%	3.5%	\$52,697	2.1% to 2.3%	3.5%	\$54,541
Treasurer	\$45,370	2.4% to 2.9%	3.5%	\$46,958	2.1% to 2.3%	3.5%	\$48,601
Trustees	\$5,163	2.4% to 2.9%	3.5%	\$5,344	2.1% to 2.3%	3.5%	\$5,531
Total	\$139,289			\$144,164			\$149,210

Rounded to the nearest dollar.

The Board members reviewed and discussed the Compensation Commission's recommendations for FY 2025 and FY2026. Concerns were raised by the Board members regarding the disparity between the Supervisor, Clerk & Treasurer's salaries. Also discussed were the materials included in the packet submitted to the Compensation Commission; some suggested changes were mentioned. A possible repeal of Ordinance #25, Compensation Commission, was mentioned.

Supervisor Lazet stated with regard to the Supervisor's salary increases as recommended by the Compensation Commission he asks that they be rejected.

MOTION Lewis, seconded Lazet to reject the Compensation Commission's 3.5% increase for the Supervisor's salary for FY 2025 & FY 2026.

After further discussion, Supervisor Lazet removed his support for the motion.
The MOTION died due to lack of support.

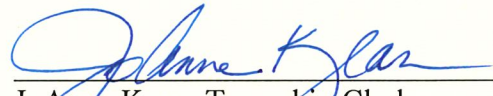
MOTION Lewis, seconded Lazet to reject the Compensation Commission's recommendation for a 3.5% increase for FY 2025 and FY 2026 for all the Elected Officials.

Roll call vote:

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

Any Other Business: Trustee McNeilly shared information from Applied Innovation regarding the scanning of existing paper documents being converted into electronic files.

Adjournment: The meeting adjourned at 7:53 p.m.


JoAnne Kean, Township Clerk

Recorder Deputy Clerk Ayres, and
Recorder Clerk JoAnne Kean

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