

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Budget Work Session/Special Meeting
Monday, January 30, 2023, at 12:30 p.m.
Vevay Township Hall – 780 Eden Road, Mason**

MINUTES

Members Present: Supervisor John Lazet, Clerk JoAnne Kean, Treasurer Christopher Lewis, Trustee Richard Lacasse (arrived at 1:28 p.m.), and Trustee Patricia McNeilly
Members Absent: None
Staff Present: Deputy Clerk Mary Ruttan
Others Present: None

The meeting was called to order by Supervisor Lazet at 12:31 p.m. and followed by the Pledge of Allegiance.

Roll Call/Excuse Absent Member. All members were present, with Trustee Lacasse arriving at 1:28 p.m.

Set/Amend Agenda.

MOTION McNeilly, seconded Lewis, to adopt the agenda as presented.

Roll Call Vote

Ayes: Kean, McNeilly, Lewis, & Lazet

Absent: Lacasse

Nays: None

Public Comment. None.

Mileage Rate Increase from IRS for January 2023. Clerk Kean stated that the work-related Internal Revenue Service standard mileage rate increased from 58.5 cents to 65.5 cents per mile. The adoption of the new standard federal rate will be placed on the March 23, 2023, agenda.

Budget Adjustments. None.

Wolverine, Inc. Document for Township Renovations. Supervisor Lazet reviewed the document. The coordination of the audio video & lighting will be added to the interior project description. Treasurer Lewis will work on the list of needed audio visual equipment.

MOTION Lazet, seconded McNeilly, to issue a request for sealed bids for the Vevay Township Hall Building Upgrades and Improvements project general contractor as outlined in the specification with one addition and contract documents prepared by Wolverine Engineers & Surveyors, Inc.

Roll Call Vote

Ayes: Lazet, Kean, McNeilly, & Lewis

Absent: Lacasse

Nays: None

Overview of Fire Run Invoicing. The Board members reviewed the Fire Protection Services Rate Schedule. It was determined that no changes were necessary. Also reviewed was the last 12 months of fire run invoices and payments received.

Review 2022-23 Fee Schedule for 2023-24. Current fees for Cemetery lot sales, building permits, building Board of Appeals petition, and Special Land Use Permits for Home Occupation were discussed. The current fee schedule will be presented at the March 23, 2023, meeting for adoption.

Employee Compensation Schedule. Supervisor Lazet reported with regret that Natalia Catanzarite has submitted her letter of resignation. She will be graduating with a Master's Degree this spring, and has found a position in her field of study.

Treasurer Lewis presented an employee compensation schedule based on levels.

Trustee Lacasse arrived at 1:28 p.m.

Discussion followed on the "level" approach on determining compensation with objective metrics, flexibility of the schedule, and the entry level starting wage. A revised schedule will be presented at the next meeting.

MOTION Lewis, seconded Lacasse, with regret, to accept the resignation of Natalia Catanzarite and to thank her for her dedication and conscientious contribution to Vevay Township.

Roll Call Vote

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

MOTION Lewis, seconded Lacasse, to post the Office Assistant Position as soon as possible with a starting wage of \$15.50 per hour, 24 hours per week, and a 3% increase after a 3-month successful review.

Roll Call Vote

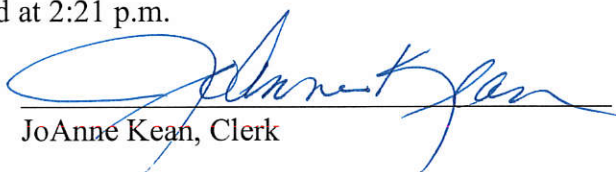
Ayes: Lacasse, Lewis, Lazet, Kean, & McNeilly
Nays: None

Continued Review of 2023-24 Budgets. The Board members continued the line-by-line discussion on the proposed budget for fiscal year 2023-24. The line item for Educational Expense was combined from all departments into the Governing Body line-item GL #101-101-960.000.

Capital Improvement Plan. Will be discussed at the February 7, 2023, meeting.

Any Other Business. None.

Adjournment. The meeting was adjourned at 2:21 p.m.


JoAnne Kean, Clerk