

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Wednesday, October 12, 2022, 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: 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.

Addition: Mid Fiscal Year Employee Lump Sum Payments To Account For Unexpected Inflation

MOTION Lazet, seconded Lewis, to adopt the agenda as amended.

Roll Call Vote

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

Nays: None

Consent Agenda.

Addition: DDA Check Register

Removal: Mason Fire Department September Response Report

Recommendations are preceded by an asterisk (*).

- Minutes for the Regular Mtg. 9-14-22. *approved & filed
- Financial Reports – September 2022: 1) Cash & Investment Account Summary 2) Quarterly Investment Report, 3) Balance Sheets, 4) Revenue & Expenditure Report, and 5) Tax Check And DDA Check Register. *received & filed
- Planning Comm. Reg. Meeting 9-7-22 & Special Meeting 9-28-22. *filed
- Recreation Comm. Regular Meeting 9-8-22. *filed
- Building Report - September 2022. *filed
- Code Enforcement Report - September 2022. *filed
- Correspondence from:
IC Sheriff Dept. Sgt. Newton Incident Report September 2022. *filed

MOTION McNeilly, seconded Lacasse, to adopt the consent agenda as amended.

Roll Call Vote

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

Items Removed from Consent Agenda - Discussion. The Mason Fire Department September report was not received before the meeting.

Public Comment. Resident, William Diamond, spoke on Hawley Cemetery business.

Old Business. None.

Second Quarter 2022-23 Budget Adjustments. Supervisor Lazet provided the explanation for the recommended budget adjustments.

MOTION Kean, seconded McNeilly, to authorize the cost center adjustment in the amount of \$10,000 from Zoning Admin/Code EO (GL #101-371-828.000) to Enforcement & Special Inspections (GL #101-371-824.000) and \$1,000 from Zoning Admin/Code EO (GL #101-371-828.000) to Building Inspector (GL #101-371-829.000).

Roll Call Vote

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

Authorization Request from the Clerk's Office to attend MAMC Masters Academy Training. Clerk Kean respectfully requested authorization to attend the Michigan Association of Municipal Clerks Master Academy Training for Deputy Clerk Ruttan and herself for one day.

MOTION Lazet, seconded Lacasse, to authorize the expense and payment to the Michigan Association of Municipal Clerks (MAMC) in the amount of \$300 to be charged to Clerks Office Educational Meetings (GL #101-215-960.000) for the Clerk and Deputy Clerk to attend one day of the MAMC Masters Academy training to be held on November 29, 2022, in Mt. Pleasant, Michigan.

Roll Call Vote

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

Re-Appointment of Members to the Board of Review.

MOTION Lazet, seconded Lewis, to re-appoint the following:

Roger Cargill	Board of Review	Full Term 12/31/22 to 12/31/24
Mary Ruttan	Board of Review	Full Term 12/31/22 to 12/31/24
Jacob VanDeventer	Board of Review	Full Term 12/31/22 to 12/31/24

Roll Call Vote

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

Review of Office Assistant Probationary Period. Clerk Kean and Supervisor Lazet spoke favorably of Ms. Catanzarite. She is dedicated, eager to learn, exhibits a high level of computer skills, and demonstrates outstanding people/service skills. **Ms. Catanzarite probationary period will be completed on November 15, 2022.**

MOTION Lazet, seconded Lacasse, to increase the Office Assistant, Natalia Catanzarite, hourly wage to \$15.75, effective the pay period beginning 11/7/22, dependent upon a successful review at the end of her 3-month probationary period.

Roll Call Vote

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

Mid Fiscal Year Employee Lump Sum Payments to Account for Unexpected Inflation. Supervisor Lazet referred the Board members to his letter dated October 12, 2022. The current 2022-23 budget included a 3% raise for employees even though the inflation rate was rapidly increasing. **In the letter, the Supervisor explained the current 2022-2023 budget included an additional 5% lump sum payment.** The funding is available due to systemic savings enacted last year, and the retirement of an employee. The budgeted general fund will not be reduced by the recommended increases.

MOTION Kean, seconded McNeilly, to authorize the following Cost of Living Adjustments:

Position	Amount	Payment Date
Office Assistant	\$250	November 11, 2022
Building Inspector	\$250	November 1, 2022
Zoning Administrator	\$250	November 1, 2022
Housekeeping	\$250	November 11, 2022
Assessor	\$1,700	November 1, 2022
Maintenance	\$550	November 11, 2022

Roll Call Vote

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

Mid Fiscal Year Employee Lump Sum Payment to Account of Unexpected Inflation for the Deputy Clerk and Deputy Treasurer. Trustee Lacasse recused himself due to a conflict of interest.

Position	Amount	Payment Date
Deputy Clerk	\$1,200	November 11, 2022
Deputy Treasurer	\$500	November 11, 2022

Roll Call Vote

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

Accounts Payable Disbursement Authorization. Clerk Kean reviewed the Disbursement Authorization Report highlighting several invoices.

MOTION Kean, seconded McNeilly, to approve the Disbursement Authorization Report from September 15 to October 12, 2022, for General Fund Checks #32008-32058, EFT's #560, #561, #562, #563 #564 and #565 for a total of \$47,246.79

Roll Call Vote

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

Nays: None

Supervisor Report: Ambulance Services Update. The service agreement with Mobile Medical Response ambulance service has been executed. They are offering 24/7 service with no standby fees for one year which includes mutual aid agreements with other service providers.

Supervisor Report: ARPA Fund Expenditure Commitments-Township Hall Lighting Retrofit. Supervisor Lazet explained the electrical light replacement proposal from B & D Electric, Inc. The lighting replacement is part of a larger Townhall renovation. Currently waiting for a project estimate from the general contractor Leo Trumble.

Treasurer Report: Treasurer Lewis reviewed with explanation the monthly graph report on general fund revenues. A total of 2.6 million was disbursed in tax collection payments for the month of September.

Clerk Report: Election Update. The preliminary and public accuracy testing for the November 8, 2022, General Election had to be suspended. There was a major error on the programing provided by the Ingham County Clerk's Office. The preliminary and public accuracy testing will need to be rescheduled. Clerk Kean provided an update on the returning of absentee ballots, election security, the absentee voter counting board and new election legislation.

Trustee McNeilly: Planning Commission. The Planning Commission continues to work on proposed amendments to the Large Solar Energy Systems and Large Wind Energy Conversion Systems portion of the Zoning Ordinance. Several members toured a large solar farm. Nextera Energy, which is the second solar energy company interested in a large solar project in Vevay Township.

Trustee McNeilly: Recreation Commission. One scoring factor for the Passport Grant was "Identification signage in place." Currently, there is no signage for the Vevay Township Community Park. Trustee McNeilly proposed installing as construction type sign which will be temporary. The sign will be provided without charge by Spartan Barricading. The sign does comply with zoning requirements.

MOTION McNeilly, seconded Lewis, to authorize the installation of a community park identification sign at the Township entrance indicating the location of the Vevay Township Community Park. This sign is temporary until an aesthetically appropriate sign can be installed.

Roll Call Vote

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

Any Other Business. Supervisor Lazet and Trustee McNeilly further explored U.S. Senator Debbie Stabenow's Federal Infrastructure Funding Opportunities and are recommending not to pursue the Broadband Grant due to the limited allowable area of participation.

Additional Public Comment. Resident Jeff Carter spoke on Township business.

Adjournment. The meeting adjourned at 7:38 p.m.

JoAnne Kean, Clerk

Recorder Deputy Clerk Ruttan