

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Monday, July 16, 2018
Vevay Township Hall - 7:00 p.m.**

MINUTES

Members Present: Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustees John Lazet and Richard Lacasse
Members Absent: None
Staff Present: Deputy Clerk Mary Ruttan and Deputy Treasurer Debbie Blair
Others Present: Two interested residents and one non-resident.

The meeting was called to order by Supervisor Ramey at 7:00 p.m. and followed by the Pledge of Allegiance.

Set/Amend Agenda. The following items were added to the agenda under:

Supervisor's Report – Cleaning of the Septic Tank
Pending Business – Authorizing Payment to Mid-Michigan Collection Bureau

MOTION by Ramey, seconded Kean, to set the agenda as amended.

Passed Unanimously

Consent Agenda. Clerk Kean gave the Board an updated Accounts Receivable Report. The report represents a 30-day time frame instead of a 60-day time frame which was included in the packet. Clerk Kean informed the Board that a new completion column was added to the *Missing Property Transfer Affidavits* Report. A short question and answer period followed on the Revenue & Expense Report, MERS Annual Actuarial Valuation Report, Balance Sheet and the e-mail from Senator Hertel.

MOTION Ramey, seconded Kean, to adopt the consent agenda as amended.

Roll Call Vote

**Ayes: Ramey, Sherwood, Lazet, Lacasse & Kean
Nays: None**

Recommendations are preceded by an asterisk (*).

- Meeting Minutes for Regular Meeting on 6-11-18 & 6-18-18 *approved & filed
- Financial Reports – June 2018, 1) Fund Balances 2) Balance Sheets 3) Revenue & Expenditure Reports and 4) Accounts Receivable Report *received & filed
- Report for Missing Property Transfer Affidavits *distributed
- Planning Commission Regular Meeting minutes of 6-6-18 *distributed
- Correspondence from:
 - 1.) Mason Fire Department re: June Response Reports. *filed
 - 2.) MERS Annual Actuarial Valuation Report 12-31-17. *filed
 - 3.) Email from State Senator re: State Revenue Sharing Increase. *filed

- 4.) MTA Thank You Letter for Renewing Membership. *filed
- 5.) Vevay Township Incident Report for June from Sergeant Treat ICSD. *filed
- 6.) 2017 LEAP Annual Report. *filed
- 7.) MI PSC: re: Notices of Hearing for Consumers Gas/Electric Customers Cases #U-20165 and #-18367 and #U20027. *filed

Items Removed From Consent Agenda. None.

Public Comment. A non-resident inquired about obtaining a special use permit to grow medical cannabis. In response, Supervisor Ramey explained the Board's Medical Marijuana decision which does not allow for a commercial grow operation in Vevay Township.

Accounts Payable Disbursement Authorization. Clerk Kean reviewed the Disbursement Authorization list. Trustee Lacasse inquired about the two payments to AGS. The payments represent the end of the contract work with AGS.

MOTION Kean, seconded Lazet, to approve the Disbursement Authorization Report for General Fund Checks #29025-29108 and EFT's #287(Void), #288, #289, #290, #291, #292, #293(Void) and #294 in the total amount of \$48,337.10.

Roll Call Vote

**Ayes: Sherwood, Ramey, Kean, Lacasse & Lazet
Nays: None**

Supervisor's Report: 1937 W. Barnes Road Violation Update. Supervisor Ramey stated the resident at 1937 W. Barnes Road is operating an illegal logging business and the legal action of cease and desist has started. However, Supervisor Ramey was notified a medical emergency occurred. The legal action has been delayed for a short time to allow the resident/owner to attend to the medical emergency. Supervisor Ramey assured the Board the legal action of cease and desist will continue.

Supervisor's Report: Ashton Lane Petition to Ingham County Drain Commission. Supervisor Ramey explained the flooding situation on Ashton Lane. The residents have petitioned the Ingham County Drain Office for assistance. Clerk Kean has been in contact with the Drain Office and will present more information to the Board as available.

Septic Tank Cleaning. Supervisor Ramey stated the two 1,000-gallon septic tanks needed to be cleaned. There was a calcified residue on the bottom of both tanks. Shunk Septic Cleaning suggested adding sour milk, once a year, to the tanks. The sour milk will dissolve the hardened solid waste with bacteria. The tanks should be cleaned every five years. Discussion followed regarding a routine maintenance schedule.

Treasurer's Report: 2017 Settlement Update and 2018 Summer Tax Bills. Treasurer Sherwood stated the Township has received the delinquent tax payment check from the County as reflected in the Revenue & Expense Report. The summer tax bills have been mailed and payments are being received. Included in the summer tax bill was a copy of the Township's Newsletter the Vevay Voice.

Treasurer's Report: Delinquent Miscellaneous Receivables. Treasurer Sherwood stated the Township received the full payment of \$1,229.00 for the Dave McHaney delinquent miscellaneous receivable directly from HUD after sale of property. MMCB collection fee was not deducted. An invoice from MMCB has been received for the collection fee. A second payment from Melissa Medrano has been received.

Treasurer Sherwood stated the Township has received notice that Matt McNamara filed a Chapter 7 bankruptcy. Discussion followed regarding the write-off of the account. Treasurer Sherwood will follow up with MMCB regarding the status of the bankruptcy. Clerk Kean asked what determines the 30% or 50% collection fee. Treasurer Sherwood stated the fee is 50% if legal action or skip tracing is necessary. This bankruptcy issue will be brought back to the Board as more information is available.

Clerk's Report: MAMC Summer Conference. Clerk Kean stated she and Deputy Clerk Ruttan attended the summer MAMC Conference. Deputy Clerk Ruttan thanked the Board for approving her attendance. She said there were several interesting presentations, however, the most informative was on the new State Chart of Accounts. Clerk Kean this is a mandated change and the Clerk's budget does not reflect these additional required hours.

Clerk's Report: Elections Update: The Election Commission, comprised of the Supervisor, Treasurer and Clerk, met on July 10, 2018. They viewed the public accuracy test including the testing of the new tabulators and VAT machine. The Election Commission also approved the list of Election Inspectors. Ballots have been sent out to the Permanent Absent Voters List and almost 100 have been returned.

Clerk's Report: XG Sciences IFT. Clerk Kean reviewed with the Board the required Project Performance report from *XG Sciences, Inc.*, regarding the status of their IFT. The IFT requirements are progressing satisfactorily. Clerk Kean stated the State identified two issues on the IFT application. Both are being addressed by *XG Sciences, Inc.*

Interim Zoning Administrator Report. Supervisor Ramey reviewed the Building/Enforcement Report for June with the Board. Supervisor Ramey passed out the letter from P.J.'s Towing requesting allowance of a legal non-conforming use status and his response letter. Discussion followed regarding the necessary requirements of a legal non-conforming use status. The Board commended Supervisor Ramey for having a signed letter of understanding and agreement.

IT Contract Renewal with Vargas Computer Systems, Inc. (8-1-18 to 8-1-19). Supervisor Ramey stated the proposal from *Vargas Computer Systems, Inc.*, in the amount of \$550.00 is included in the packet which covers servicing of the computers and server. The proposal is an increase of \$57.00 from the last contract. Clerk Kean stated the current rate has not increased in two years and the budget will allow for the increase. Supervisor Ramey said Frank Vargas is invaluable to the Township and provides many more hours of service than is being charged.

MOTION Kean, seconded Lazet, to approve the contract renewal with *Vargas Computer Systems, Inc.*, at the rate of \$550 per month for the period from 8-1-18 to 8-1-19.

Roll Call Vote

Ayes: Lazet, Sherwood, Ramey, Kean & Lacasse
Nays: None

Health Insurance Proposals from *Burnham & Flower* Effective 10-1-2018. The Township's employee healthcare is due for renewal with a modest estimated increase of 2.04%. The insurance coverage is for two employees. Discussion followed regarding the effectiveness of the insurance. Both employees are satisfied with the insurance coverage.

MOTION Kean, seconded Lazet, to approve the rate of \$1,721.30 per month for the *Blue Care Network* HMO health insurance plan with benefit coverage as specified by the information provided by *Burnham & Flower*, to be effective October 1, 2018 and an employee contribution rate of 20% of the monthly premium to be collected as a payroll deduction.

Roll Call Vote

Ayes: Lacasse, Lazet, Sherwood, Ramey & Kean
Nays: None

Township Alarm System. Supervisor Ramey gave a brief history of the Memo of Understanding between the City of Mason and the Township regarding emergency alarm response request. The Township is under the jurisdiction of the Ingham County Sheriff and it has offered to be the first to respond in case of a security alarm at the Township Hall.

MOTION Ramey, seconded Lacasse, to authorize a Memo of Understanding with the Ingham County Sheriff Department to respond to security alarms when dispatched by Central Security and a memo be sent to rescind the March 2011 agreement with the Mason Police Department.

Roll Call Vote

Ayes: Kean, Lacasse, Lazet, Sherwood & Ramey
Nays: None

First Quarter 2018-2019 Budget Adjustments: Revenue & Expenditures Report. Clerk Kean explained the budget situation regarding the Hawley Investment Interest. Supervisor Ramey reviewed the status of specific line items on the Revenue & Expenditures Report with the Board. Several GL Line items are on watch for possible future adjustments.

MOTION Kean, seconded Lazet, to adopt a budget for 101-000-664.209 *Investment Interest Hawley* in the amount of \$395.00 and transfer from 211-000-664.209 *Investment Interest Hawley* (remaining budget of \$5.00).

Roll Call Vote

Ayes: Ramey, Kean, Lacasse, Lazet & Sherwood
Nays: None

Authorize the Payment to *Mid-Michigan Collection Bureau*.

MOTION Kean, seconded Lazet, to authorize the expense and payment of \$315.02 for the June Invoice to *Mid-Michigan Collection Bureau* for Miscellaneous Receivable Debt Collection Fee charged to *M/R Debt Collection Fee (G/L #101-101-804.000)*.

Roll Call Vote

Ayes: Sherwood, Ramey, Kean, Lacasse & Lazet
Nays: None

Any Other Business. Trustee Lazet gave a brief review of the pending November ballot proposal regarding the legalizing of Marijuana for recreational use. Clerk Kean reminded the Board the August BOT meeting was changed to Wednesday, August 15, 2018 to accommodate the August Primary. Trustee Lazet informed the Board that he will not be in attendance due to work commitments.

Additional Public Comment. “Good Job” to the Board, by a resident in the audience.

Adjournment. The meeting adjourned at 8.42 p.m.

JoAnne Kean, Clerk

Transcribed by Deputy Clerk Mary Ruttan
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