

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Wednesday, August 15, 2018
Vevay Township Hall - 7:00 p.m.**

MINUTES

Members Present: Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustee Richard Lacasse
Members Absent: Trustee John Lazet (With Notice)
Staff Present: Deputy Clerk Mary Ruttan and Deputy Treasurer Debbie Blair
Others Present: Jason Orton from *David Chapman Insurance Agency*, ICSO Liaison Sgt. Josh Treat, John and Becky Kinney and one interested 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 item was removed from the agenda under Pending Business:

Authorization for Legal Action for Zoning Ordinance Violation @ 3243 Kipp Road, Mason.

The following item was added to the Consent Agenda:

Approval of the closed session minutes dated August 13, 2018.

Consent Agenda.

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

Roll Call Vote	Ayes: Ramey, Sherwood, Lacasse & Kean
	Absent: Lazet
	Nays: None

Recommendations are preceded by an asterisk (*).

- Meeting Minutes for Regular Meeting on 7-16-18 approved & filed
- Financial Reports – July 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 7-11-18 *distributed
- Correspondence from:
 - 1.) Mason Fire Department re: July Response Reports. *filed
 - 2.) AT&T Michigan re; Annual Video Report Dated 7-20-18. *filed
 - 3.) AT&T Michigan re: Franchise Fees Quarterly Report Ending 6-30-18. *filed
 - 4.) Notice of Meeting of Board of Determination from Drain Commissioner. *filed
 - 5.) MERS Quarterly Report Ending 6-30-18. *filed

Items Removed From The Consent Agenda – Discussion. None

Public Comment. None

Sergeant Treat re: Vevay Township Incident Report for July. Sergeant Treat provided an update and the final disposition on last summer's B&E's in Vevay Township. Sergeant Treat has been on vacation and will forward the July Incident Report to be included in the weekly E-News.

Accounts Payable Disbursement Authorization. Clerk Kean presented the Disbursement Report. There were no questions.

MOTION Kean, seconded Lacasse, to approve the Disbursement Authorization Report for General Fund Checks #29109-29184 and EFT's #295, #296, #297, #298 and #299 in the total amount of \$42,273.47.

Roll Call Vote

Ayes: Sherwood, Ramey, Kean & Lacasse

Absent: Lazet

Nays: None

Treasurer's Report: Delinquent M/R Matt McNamara filed Chapter 7 Bankruptcy. Treasurer Sherwood contacted *Mid-Michigan Collection Bureau*. The Township's invoice was sent on May 9, 2017 after the bankruptcy was filed and discharged on May 3, 2017.

MOTION Kean, seconded Sherwood, to approve the authorization to write-off the delinquent miscellaneous receivable for Matt McNamara in the amount of \$371.00 due to Chapter 7 bankruptcy and expensed to *M/R Bad Debt Expense (GL #101-101-805.000)*.

Roll Call Vote

Ayes: Sherwood, Ramey, Kean & Lacasse

Absent: Lazet

Nays: None

Clerk's Report: Elections Update: Clerk Kean reported a successful August 7, 2018 Primary with only a couple of unique situations. The total number of votes cast were 981 including 370 absent ballot voters for a 33% voter turnout. Clerk Kean provided a voting synopsis of the ballot proposals. Clerk Kean stated all the election inspectors were serious and committed to performing their respective responsibilities.

Zoning Administrator July 2018 Building/Enforcement Report. Supervisor Ramey reviewed the Building/Enforcement Report for July with the Board. Clerk Kean commended Supervisor Ramey for requiring a maintenance permit not previously required by *Associated Government Services*. Trustee Lacasse recommended that Assessor McKenzie review all maintenance permits as changes such as going from siding to brick would increase the home owners assessment. Supervisor Ramey stated the new construction on Ives Road passed all the zoning compliance requirements

Hawley Cemetery Lot Usage Issue – John Kinney. Mr. Kinney presented to the Board his concerns regarding the unusable portion of Cemetery Lot 239 due to the curvature of the road. Sexton Ramey concurred there was an administrative mistake made when Lot 239 was sold to the Kinney family many years ago by a previous Sexton. Board discussion followed. It was the consensus of the Board to allow Cemetery Sexton Ramey to prepare a Burial Rights Certificate for Lot 237 at no cost to Mr. Kinney and also to modify the certificate for lot 239 indicating the useable spaces. No Board action is required.

David Chapman Insurance Agency: Presentation by Jason Orton – 2018 Liability Policy.

Mr. Orton introduced himself and gave a brief history of Chapman Insurance Agency. The 2018 Policy was included in the packet for review. Mr. Orton reviewed the policy and rates. Treasurer Sherwood asked for an explanation of why a certificate of insurance from a renter is required for renting the outside pavilion. Agent Orton stated that any scheduled event requires the renter to provide a certificate of insurance listing the Township as additional insured. The board must authorize the payment so that the invoice can be paid by September. Mr. Orton advised that specific training, such as Michigan Citizen Planner Program, can be reimbursed by the Risk Reduction Grant Program. The Grant will cover the complete registration fee. A certificate of completion and application form will be required.

MOTION Kean, seconded Lacasse, to authorize the expense and payment of the 2018 Liability insurance invoice to *Chapman Insurance Agency* in the amount of \$12,358.00 to be paid by September and charged to *Insurance & Bonds (GL #101-950-910.000)*

Roll Call Vote

Ayes: Kean, Lacasse, Sherwood & Ramey

Absent: Lazet

Nays: None

Revised 2018-2019 Fee Schedule. Supervisor Ramey presented the slightly modified Fee Schedule and the reasoning and the need for the changes.

**VEVAY TOWNSHIP, COUNTY OF INGHAM
RESOLUTION ADOPTING THE VEVAY TOWNSHIP
REVISED 2018-2019 FEE SCHEDULE
RESOLUTION #18-11**

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 found that due to new costs in delivery of services and operations the fee schedule must be revised to meet these needs.

NOW, THEREFORE, BE IT RESOLVED, that the attached *revised* 2018-2019 Vevay Township Fee Schedule is hereby adopted effective August 15, 2018.

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 Kean, seconded Lacasse, to accept Resolution No. 18-11 adopting Vevay Township's revised 2018-2019 Fee Schedule.

Roll Call Vote **Ayes: Ramey, Sherwood, Lacasse & Kean**
 Absent: Lazet
 Nays: None

MSU Citizen Planner Course for Planning Commission Member Al Winters. Al Winters requested to attend MSU's Citizen Planner Course (six sessions). Supervisor Ramey stated budget monies are available, however once the course is completed, the Risk Reduction Grant Program (RRGP) through Chapman Insurance Agency will be applied for and will reimburse the expenditure as allowed by our Liability Insurance Program.

MOTION Kean, seconded Sherwood, to authorize the expense and payment of \$295.00 for Al Winters to attend the Michigan State University Citizens Planner Program to be charged to *Planning Commission Educational Meetings* (GL #101-801-960.000).

Roll Call Vote **Ayes: Sherwood, Ramey, Lacasse & Kean**
 Absent: Lazet
 Nays: None

MSU Land Division Training for Supervisor.

MOTION Kean, seconded Sherwood, to authorize the expense and payment of \$55.00 for Supervisor Ramey to attend Conducting Land Division Reviews at Michigan State University to be charged to *Supervisor Educational Meetings* (GL #101-171-960.000).

Roll Call Vote **Ayes: Lacasse, Sherwood, Ramey & Kean**
 Absent: Lazet
 Nays: None

MI Assoc. of Treasurer's Fall Conference for Treasurer. Treasurer Sherwood's requesting approval to attend the MMTA Fall Conference at Bay City, Michigan was included in the packet.

MOTION Kean, seconded Lacasse, to authorize the expense and payment of \$675.00 for the Treasurer's registration fee, lodging and meals to attend the MMTA Fall Conference held in Bay City from September 23-26, 2018 to be charged to *Treasurer's Office Education* (GL #101-253-960.000).

Roll Call Vote **Ayes: Kean, Lacasse, Sherwood & Ramey**
 Absent: Lazet
 Nays: None

Treasurer's Office: Request for Hourly Rate Increase for Deputy Treasurer. Treasurer Sherwood asked the Board to approve a \$1.00 per hour wage increase for Deputy Treasurer Debbie Blair effective September 1, 2018. This wage increase would bring Deputy Blair's wage

