

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting**

Monday, May 11, 2020 at 6:30 p.m.

**Vevay Township Hall – 780 Eden Road, Mason
517-676-9523**

VIA ZOOM MEETING ID 819 5314 3165

MINUTES

Members Present: Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustee Richard Lacasse and Trustee John Lazet

Members Absent: None

Staff Present: Deputy Clerk Mary Ruttan, Deputy Treasurer Debbie Blair and Office Secretary Shirley Harmon

Others Present: Six interested residents

The meeting was called to order by Supervisor Ramey at 6:33 p.m. and followed by the Pledge of Allegiance.

Roll Call/Excuse Absent Member. Clerk Kean called the roll. All members were present through remote Zoom access.

Set/Amend Agenda. The following was added to the agenda:

Any Other Business: 2020-21 Budget Review Regarding State Revenue Sharing

MOTION Ramey, seconded Lazet, to set agenda as amended.

Roll Call Vote

Ayes: Sherwood, Ramey, Kean, Lacasse & Lazet

Nays: None

Consent Agenda. Trustee Lacasse asked for an update from Treasurer Sherwood on the reinvestment of the General Fund Flagstar Bank CD maturity. Treasurer Sherwood stated the investment was renewed for a short term of three months at the rate of .40%. Trustee Lacasse inquired about the reinvestment of the maturing Hawley Cemetery CD maturing on May 19, 2020. Treasurer Sherwood stated no decision has been made regarding the reinvestment. Trustee Lacasse inquired about the current rate of return from MiCLASS. Treasurer Sherwood said it was .84%. Trustee Lazet asked about the maximum allowed in MiCLASS. Sherwood said it's like a credit Union, so FDIC does not cover MiCLASS.

Recommendations are preceded by an asterisk (*).

- Meeting Minutes for the Special Meeting on 4-15-20. *approved & filed.
- Financial Reports – April 2020, 1) Fund Balances 2) Balance sheets and 3) Revenue & Expenditure Reports. *received & filed.

- Treasurer's Office Corrected Investments Report ending 3-31-2020. *received & filed
- Correspondence from:
 - 1.) Mason Fire Department re: April Response Reports. *filed
 - 2.) IC Sheriff Office Incident Report – April 2020. *filed
 - 3.) Michigan PSC:re:Notice of Hearing for Consumers Energy Electric Company Case #U-20220. *filed

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

Roll Call Vote

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

Items Removed from Consent Agenda – Discussion. None

Public Comment. Nate Ross, a Vevay Township resident, who is a candidate for the Michigan House of Representatives District 67, introduced himself with a short biography and presented his platform statement.

Clerk's Report Election. Clerk Kean stated preparations have begun for the August Primary Election. Due to COVID-19, there are many unanswered questions on requirements and procedures. An Executive Order request has been submitted by the Clerk's Association to the Governor regarding all active registered voters receiving an absent voter application. This would mean instead of mailing approximately 900 applications, we would be mailing 2,800 applications.

Clerk's Report Presidential Primary Reimbursement. Clerk Kean stated that an invoice for approximately \$8,000 has been submitted to the Bureau of Election for reimbursement for the March Presidential Primary.

Clerk's Report 2019 Audit. The auditors have requested the field work for the 2019-20 audit be completed through virtual audit. Additional information from Gabridge & Company is needed for a final decision. It was the consensus of the Board, to allow the Clerk, Treasurer & Supervisor to make the final decision.

Accounts Payable Disbursement Authorization. Clerk Kean reviewed the Disbursement Report highlighting the employee checks which included the Board approved bonuses and the quarterly payment to the City of Mason for the fire services contract.

MOTION Kean, seconded Lazet, to approve the Disbursement Authorization Report for General Fund Checks #30399-30431 and EFT's #404, #405, #406 and #407 in the total amount of \$58,960.03.

Roll Call Vote

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

Clerk Kean requested a supply of check stock, the same as last month, due to COVID-19. Treasurer Sherwood replied that it would not be necessary, as she will be available whenever the need arises.

It was the consensus of the Board to affix these Board minutes as their signatures on the Accounts Payable Disbursement Authorization Report, due to the meeting being conducted via Zoom.

COVID 19-Update: Executive Order 2020-70 & 2020-75, Preparedness and Response Plan, Essential Services Staffing, IC Health Department Screening Form, Hall Rental and Building Permits & Inspections.

Executive Order 2020-70 has been rescinded and replaced by Executive Order 2020-77. Trustee Lazet explained the differences between the two orders. Executive Order 2020-75 extends the authority for virtual meetings. The Board reviewed the COVID-19 Preparedness and Response Plan prepared by Attorney Revore. Discussion followed on implementation, social distancing, hygiene, and cleaning & disinfecting. Supervisor Ramey will be the Public Information and Communication Officer for the COVID-19 Communication Plan. The Plan has several elements that do not apply directly to Vevay Township but responds to the rapidly changing nature of the Executive Orders and reflects the limited time of legal counsel to draft plans for the needs of other municipalities as well.

Trustee Lazet requested that the COVID-19 Preparedness and Response Plan be added to the website. Trustee Lacasse requested a summary report of compliance be presented at each Board meeting for accountability and transparency. Several aspects of the Plan are already in place, including social distancing within the office, the purchase of face masks for the staff and public, health screening forms, the purchase of an infrared temperature sensor, extensive cleaning and sanitizing of the office & hall, placement at critical areas of disinfecting wipes & gel, disinfectant for surface cleaning, and the installation of a plexiglass counter shield. Since the Governor has allowed the construction trade to operate again, Office Secretary Harmon will return to work to help with processing permits and related paperwork. Treasurer Sherwood requested that Tuesday and Thursday mornings from 8:00 a.m. to 11:00 a.m. be reserved for Deputy Treasurer Blair to return to work due to a family health concern for the next two weeks. After discussion, there will be no hall rentals for the months of May and June. Dave Vincent, Code Enforcement and Zoning Administrator, and Assessor Jeff Mackenzie will be available as needed.

MOTION Lazet, seconded Lacasse, to adopt the COVID-19 Preparedness and Response Plan dated May 11, 2020.

Roll Call Vote

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

MOTION Ramey, seconded Lazet, to authorize the 3-Year Granger Waste Collection Services Agreement at the Township Hall at the rate of EOW for 56.65 per month to be charged to *TwnhllGroundsRepair&Maint(outside)* (GL 101-265-932.000). This agreement will begin upon conclusion of the COVID-19 “Vacation Mode” arrangement.

Roll Call Vote

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

Any Other Business: 2020-21 Budget Review Regarding State Revenue Sharing. Trustee Lazet stated that the State of Michigan is experiencing significant revenue loss due to COVID-19. He anticipates the State Revenue Sharing check for March and April will be reduced. Trustee Lazet requested that each elected official present recommended reduction for their respective cost centers at the next Board meeting.

Treasurer Sherwood announced that the summer tax bills will be printed in-house due to the uncertainty of receiving the L4029’s and meeting the printing company’s print deadline.

Additional Public Comment. Resident, Jeff Carter, 3379 W. Tomlinson, spoke on Township Business.

Adjournment. The meeting adjourned at 8:03 p.m.

JoAnne Kean, Clerk

Scribed by Deputy Clerk Ruttan