

**VEVAY TOWNSHIP  
BOARD OF TRUSTEES  
Special Meeting**

**Monday, February 1, 2021 at 1:00 p.m.  
Vevay Township Hall – 780 Eden Road, Mason**

**VIA ZOOM MEETING ID 822-3379-5191**

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**MINUTES**

**Members Present:** Supervisor John Lazet (Mason), Clerk JoAnne Kean (Mason), Trustee Richard Lacasse (Mason), and Trustee Patti McNeilly (Mason).  
**Member Absent:** Treasurer Shaun Sherwood  
**Staff Present:** Deputy Clerk Mary Ruttan and Legal Counsel David Revore  
**Others Present:** Five interested residents

The meeting was called to order by Supervisor Lazet at 1:00 p.m. and followed by the Pledge of Allegiance.

**Roll Call/Excuse Absent Member.** Clerk Kean called the roll as recorded above. Each Board member stated their location as required.

**Set/Amend Agenda.** Supervisor Lazet added, deleted, and rearranged items as follows:

Accept Letter of Resignation from Township Treasurer (existing agenda item)

Designate Persons for Fiduciary Responsibilities (deleted)

Clerk's Office - Accept Resignation of Deputy Clerk (added)

Appointment of a New Treasurer (existing)

Accept Letter of Resignation of from Treasurer Ruttan dated 4-1-21 (added)

Discussion of Posting (existing)

Appoint Deputy Clerk and Deputy Treasurer (added)

Request for Additional Administrative Office Support (existing)

**MOTION Kean, seconded Lacasse, to set agenda as changed.**

**Roll Call Vote**

**Ayes: Kean, Lazet, McNeilly, and Lacasse**

**Absent: Sherwood**

**Nays: None**

**Public Comment.** None

**Pending Business.** Supervisor Lazet apprised the Board that after the office had closed on Friday, January 29, 2021, Treasurer Sherwood submitted her letter of resignation effective the following Monday, 2/1/21. He also received a letter of resignation from Deputy Treasurer Debbie Blair effective 2/1/21.

Supervisor Lazet and Clerk Kean were informed by the Michigan Townships Association that by law, certain critical Township duties can only be performed by the Treasurer or a person appointed by the Treasurer, including receiving and processing tax payments, and handling all funds in

financial institutions, complicating the performance of these duties. Additionally, both the MTA and legal counsel advised that without a Treasurer the Township cannot process checks for paying bills due to vendors, or even payroll for employees. The consequence is that in the middle of tax collection season without a Treasurer, the Township cannot accept or process tax payments, disburse tax monies to the appropriate entities such as the county and the schools, or pay its bills. There are further ramifications to Board of Review actions. He discussed the importance of acting in the best interests of the residents by allowing a seamless transition for delivery of critical services.

Supervisor Lazet proposed appointing Mary Ruttan, current deputy clerk, as Vevay Township Treasurer. Mary's qualifications include being the Chief Deputy Ingham County Treasurer for many years, as well as providing training for local treasurers. This appointment will allow the Township sufficient time to provide an open and transparent search for a new Treasurer, continue to meet the statutory responsibilities of the Township, and would be in the best interest for serving the residents of the Township. There is an understanding between Vevay Township and Mary Ruttan upon her appointment as Treasurer, she would submit her resignation as Township Treasurer effective April 1, 2021.

The Board wished Treasurer Sherwood the best and good health in this new season of her life.

**MOTION Lazet, seconded Kean, to accept the resignation from Treasurer Shaun Sherwood and remove her as an authorized signatory from all investment and bank accounts for Vevay Township identified with TIN 38-1904346 effective 2-1-21.**

**Roll Call Vote**                      **Ayes: Lazet, Kean, Lacasse, and McNeilly**  
**Absent: Sherwood**                      **Nays: None**

**MOTION Kean, seconded Lacasse, to remove former Deputy Treasurer Debbie Blair as an authorized signatory on all Vevay Township bank accounts identified with TIN 38-1904346 effective 2-1-21.**

**Roll Call Vote**                      **Ayes: Kean, Lazet, McNeilly, and Lacasse**  
**Nays: None**

**MOTION Lazet, seconded Lacasse, to authorize Clerk Kean as a signee on the Vevay Township Tax Collection Bank account effective February 1, 2021.**

**Roll Call Vote**                      **Ayes: Lacasse, Kean, Lazet, and McNeilly**  
**Nays: None**

**MOTION Lazet, seconded Kean, to accept the resignation of Mary Ruttan as Deputy Clerk effective 2-1-21.**

**Roll Call Vote**                      **Ayes: McNeilly, Lacasse, Kean, and Lazet**  
**Nays: None**

**MOTION Lazet, seconded McNeilly, to appoint Mary Ruttan as Vevay Township Treasurer and add her as an authorized signatory for all investments and bank accounts for Vevay**

**Township identified with TIN 38-1904346 effective 2-1-21.**

**Roll Call Vote**                      **Ayes: Lazet, Kean, Lacasse, and McNeilly**  
**Nays: None**

**MOTION Lazet, seconded Lacasse, to accept the new resignation letter from Treasurer Mary Ruttan and remove her as an authorized signatory from all investments and bank accounts for Vevay Township identified with TIN 38-1904346 effective 4-1-21.**

**Roll Call Vote**                      **Ayes: Kean, Lazet, McNeilly, and Lacasse**  
**Nays: None**

Treasurer Ruttan (zoom Mason) thanked the Board for the vote of confidence. Treasurer Ruttan would like to appoint Shirley Harmon, the current Vevay Township secretary, as her deputy treasurer. Shirley is qualified as a past township treasurer and will remain at the same rate of pay. Clerk Kean stated she would like to appoint Brett Linsley as the new deputy clerk. Brett is a previous Vevay Township deputy clerk and knowledgeable about elections. The rate of pay will remain at the current rate of \$16.00 per hour.

**MOTION Kean, seconded Lazet, to appoint Brett Linsley as Deputy Clerk, at the hourly rate of \$16, and add him as an authorized signatory for all bank accounts for Vevay Township identified with TIN 38-1904346 effective 2-1-21.**

**Roll Call Vote**                      **Ayes: McNeilly, Lacasse, Kean, and Lazet**  
**Nays: None**

The Board expressed their appreciation to Supervisor Lazet and Clerk Kean for their expedient response to the situation.

Supervisor Lazet again stated he wants the search process for a new treasurer to be open and transparent. Discussion followed on the publication for the position, qualification required to be included in the publication, and the timeframe for posting the position. Clerk Kean will have a draft advertisement available for Board review at the next scheduled Budget Session on February 4, 2021.

Clerk Kean stated that during this time of transition, additional office administrative support may be needed to provide an efficient and seamless transition for the residents. If the funds are not needed, they will not be used.

**MOTION Kean, seconded McNeilly, to authorize the expense, up to \$400.00, for additional office administrative support, at the hourly rate of \$14, with the understanding if the funding**

**is not needed it will not be used.**

**Roll Call Vote**

**Ayes: Lacasse, Kean, Lazet, and McNeilly**  
**Nays: None**

**Any Other Business.** None

**Public Comment.** Resident Fred Kiefer, 864 Chickasaw Drive and Gayle Chipchase, 1101 Tuttle Road spoke on township business.

**Adjournment.** The meeting adjourned at 1:53 p.m.

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JoAnne Kean, Clerk

Scribed by Mary Ruttan