

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Budget Work Session/Special Meeting
Thursday, February 25, 2021 at 1:00 p.m.
Vevay Township Hall – 780 Eden Road, Mason**

VIA ZOOM MEETING ID 890 9082 4709

MINUTES

Members Present: Supervisor John Lazet (Mason), Clerk JoAnne Kean (Mason), Treasurer Mary Ruttan (Mason), Trustee Richard Lacasse (Mason), and Trustee Patti McNeilly (Mason)

Members Absent: None

Staff Present: None

Others Present: One interested resident

The meeting was called to order by Supervisor Lazet at 1:11 p.m. and followed by the Pledge of Allegiance.

Roll Call/Excuse Absent Member. Clerk Kean called the roll as stated above. All members were present through remote zoom access and each member stating their location as required.

Set/Amend Agenda. Supervisor Lazet added the following under any other business:

- 2pm – Interview with Treasurer Candidate Amy Bowden
- 3pm – Interview with Treasurer Candidate Christopher Lewis
- Folding Machine Agreement vs New Purchase
- Request for Additional Compensation for Deputy Treasurer Duties
- City of Mason: CADL Property Deed for Mason Library
- PPT Lawsuit Settlement Update
- Meals on Wheels Donation Update
- Discussion/Purchase of BS&A Building Software
- Last Year’s BOT Budget Adoption Minutes
- Clerk FOIA Training – MTA
- Mileage Rate Increase
- Appoint Deputy FOIA Coordinator
- FY20-21 Lapses and Pension Lump Sum Payment

MOTION Lazet, seconded Kean, to adopt agenda as amended.

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

Public Comment. None

Review of Treasurer Applications. Trustee McNeilly inquired regarding the specific duties of

the Treasurer. Treasurer Ruttan stated there are two areas of responsibility. The day-to-day fiscal tasks and tax administration. Treasurer Ruttan stated that both candidates requested a more detailed explanation of the Treasurer's position.

Date Change of March 11th Budget Work Session. There were no objections from Board members to change the Thursday, March 11, 2021 Budget Work Session to Thursday, March 18, 2021. The time to be determined.

Review New Resident Flyer. When a property transfer affidavit is completed, the "Welcome to Vevay" pamphlet is mailed to all new residents. The Clerk began using this proactive idea in 2015. The pamphlet was created in-house but could benefit from a professional review. The Board members will evaluate and send suggested changes to Clerk Kean. Clerk Kean will then update the Board on possible modifications.

MTA Annual Conference. Michigan Township Association Annual Conference will be held virtually on April 19-21, 2021 for Elected Officials and staff. The pre-conference session scheduled on April 12-13, Board Authorities, Responsibilities & Roles, is applicable to all Board members, especially the new Treasurer.

MOTION Lazet, seconded Kean, to authorize the expense and payment to Michigan Township Association for Board members and office staff to attend the 2021 MTA's virtual annual conference and pre-conference for a combined cost up to \$1,500 to be charged to Governing Body Educational Meetings (GL #101-101-960.000).

Roll Call

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

2020 Miscellaneous Receivables. Treasurer Ruttan referred the Board to the packet enclosed miscellaneous receivable listing. The invoices dated 2020 are the accounts being affected due to the impossibility of calculating the actual costs.

MOTION Ruttan, seconded Lazet, to rescind miscellaneous receivable invoices 529, 531, and 538-546 due to the impossibility of calculating the actual amount of all costs related to these specific invoices.

Roll Call

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

Review of 2021-2022 Fee Schedule. Copy Fee and Zoning Board of Appeal fee are the two outstanding issues on the fee schedule. Supervisor Lazet and Clerk Kean will recommend Copy Fee language changes at the March 18th meeting. The Zoning Board of Appeal fee will remain the same. The Township will assume the cost of the meetings per diem.

CIP Resolution. Supervisor Lazet provided a historical review. Discussion followed on the

additions to the plan. The CIP plan will be discussed at the next meeting.

Review of the 2021-2022 Budget. Supervisor Lazet highlighted the changes in the budget since the last meeting. These include the Compensation Commission recommendations, staff raises, the splitting of the cemetery supplies line item and possible increase in the health insurance or health insurance buy-out expense.

Mileage Rate Increase. The current work-related mileage reimbursement rate for Vevay Township is 35 cents per mile. The 2021 Federal standard rate for work-related mileage reimbursement is 56 cents per mile. The current budget will allow for the increase in rate.

MOTION Kean, seconded Lacasse, to adopt the Federal 2021 rate of 56 cents per mile for work-related mileage reimbursement.

Roll Call

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

Nays: None

PPT Lawsuit Settlement Update. The Mayor of the City of Mason has signed the settlement agreement and will forward to Vevay Township for execution. Once the final executed copy is received by the City of Mason, a payment will be issued in the amount of \$4,910.10. The agreement to settle this amount was previously authorized by Board action.

City of Mason: CADL Property Deed for Mason Library. The deed for Capital Area District Library building located in Mason established reversionary interests if the building is not used for a library. Vevay Township is one of the reversionary interest municipalities listed. The building is not ADA compliant and requires major renovations. Attorney Revore is reviewing the quit claim deed. Further action will be required at the March 10, 2021 Board of Trustees meeting.

Treasurer Applicant Interview-Amy Bowden. Mrs. Bowden provided an introductory statement followed by questions from each of the Board members.

Meals on Wheels Donation Update. Supervisor Lazet has not heard back from Carl Buonodono from Tri-County Office on Aging regarding the fiscal impact of the county wide millage previously back.

Discussion/Purchase of BS&A Building Software. This item will be held over until the next meeting.

Last Year's BOT Budget Adoption Minutes. The March 23, 2020 Budget Adoption minutes were provided for reference of needed actions and motions for the March 25, 2021 Budget Adoption meeting.

FY20-21 Lapses and Pension Lump Sum Payment. There will be lapsed money at year end from the fiscal year 2020-2021. The lapsed funding will be reviewed at the next meeting.

Treasurer Applicant Interview-Christopher Lewis. Mr. Lewis provided an introductory

line-item GL #101-253-703.000 to cover the expense.

MOTION Ruttan, seconded Kean, to authorize the expense and payment to Shirley Harmon in appreciation for her additional duties as Deputy Treasurer in the amount of \$200.00 to be paid on the March 19, 2021 payroll check to be charged to Deputy Treasurer wages (GL #101-253-703.000).

Roll Call

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

Nays: None

Public Comment. Fred Keifer, 864 Chickasaw Drive, spoke on Township business.

Adjournment. The meeting adjourned at 4:14 p.m.

JoAnne Kean, Clerk

Scribed by Mary Ruttan