

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Wednesday, April 13, 2022, at 6:30 p.m.
Vevay Township Hall – 780 Eden Road, Mason**

MINUTES

Members Present: Supervisor John Lazet, Clerk JoAnne Kean, Treasurer Christopher Lewis, Trustee Richard Lacasse, and Trustee Patricia McNeilly
Members Absent: None
Staff Present: Deputy Clerk Mary Ruttan
Others Present: Karla Ruest candidate for County Commissioner, Aaron Barden candidate for Zoning Administrator, and 2 interested residents

The meeting was called to order by Supervisor Lazet at 6:30 p.m. and followed by the Pledge of Allegiance.

Roll Call/Excuse Absent Member. All members were present.

Set/Amend Agenda.

MOTION McNeilly, seconded Lewis, to adopt the agenda as presented.

Roll Call Vote

Ayes: Lazet, Lewis, Lacasse, McNeilly, & Kean

Nays: None

Consent Agenda.

Recommendations are preceded by an asterisk (*).

- Minutes for the Regular Mtg./Public Hearing on 3-16-22 & Special Budget Adoption Meeting on 3-21-22. *approved & filed
- Financial Reports – March 2022: 1) Cash & Investment Account Summary 2) Quarterly Investments 3) Balance Sheets, 4) Revenue & Expenditure (FY 2021-22 & FY 2022-23, and 5) DDA Check Register. *received & filed
- Quarterly Report for Missing Property Transfer Affidavits 3-31-22. *filed
- Quarterly Hall Usage Report. *filed
- Planning Comm. Regular Meeting Minutes 3-9-22. *distributed
- Recreation Comm. Meeting Minutes 3-10-22. *filed
- Building Report – March 2022. *filed
- Zoning Administrator Report: Building/Code Enforcement Report for March 2022. *filed
- Correspondence from:
 - Mason Fire Department re: March Response Reports. *filed
 - IC Sheriff Dept. Sgt. Newton Incident Report March 2022. *filed

Clerk Kean explained the two Revenue and Expenditure Reports. Supervisor Lazet provided an explanation and update to the fire department response to the Eden Cemetery. The missing Property Transfer Affidavit has been resolved.

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

Roll Call Vote

**Ayes: Lewis, Lazet, Kean, McNeilly, & Lacasse
Nays: None**

Items Removed from Consent Agenda - Discussion. None.

Public Comment. Karla Ruest, candidate for County Commissioner, introduced herself and provided her experience and platform. Resident, Jeff Carter, 3379 Tomlinson Rd., thanked Ms. Ruest for the introduction.

2022 Local Roads Program. The average daily traffic counts, road conditions, county road funding, and local match funding were discussed. Based on the recommendation of Kelly R. Jones, Director of Engineering & County Highway Engineer, Ingham County Road Department, Rolfe Road between Kelly Road & Hawley Road and Laxton Road between Barnes Road & Rolfe Road will be resurfaced. It was the consensus of the Board members that Supervisor Lazet draft a letter to Ms. Jones requesting the continuation of the primary road paving on Plains Road – East of US 127 and Barnes Road West of US 127.

MOTION Kean, seconded Lacasse, to accept the 2022 Agreement for the Local Road Improvements between the County of Ingham on behalf of the Ingham County Road Department and Township of Vevay to pave Rolfe Road between Kelly Road & Hawley Road and Laxton Road between Barnes Road & Rolfe Road, 1.5 miles, for a total project cost of \$146,126.36, which includes a match funding of \$73,063.18.

Roll Call Vote

**Ayes: Lacasse, Lewis, Lazet, Kean, & McNeilly
Nays: None**

2023 Local Roads Program. Future possible road projects were suggested. Supervisor Lazet will present a list of roads for consideration for the 2023 Local Roads Program at the next board meeting.

Retirement Notice from Office Secretary. Office Secretary, Shirley Harmon, tendered her retirement resignation effective May 31, 2022. Supervisor Lazet presented 6 possible scenarios for reorganization of the office secretary position including reducing the position from full time to part time. Treasurer Lewis and Trustee Lacasse will serve on an ad hoc committee for compensation recommendations. Supervisor Lazet, Clerk Kean, and Treasurer Lewis will provide a refined reorganization proposal of the office secretary position at the next Board meeting.

MOTION Kean, seconded Lewis, with regret to accept the notice of retirement from Office Secretary, Shirley Harmon, effective May 31, 2022.

Roll Call Vote

**Ayes: Kean, McNeilly, Lacasse, Lewis, & Lazet
Nays: None**

Deputy Treasurer Position. The compensation for this position was re-evaluated. Trustee Lacasse stated, due to transparency, he will recuse himself from voting on the wages for Deputy Treasurer Janice Smith.

MOTION Lewis, seconded Lazet, to increase the Deputy Treasurer's wage to \$16.00 per hour effective April 1, 2022, and to make a one-time payment of \$500.00 to Deputy Treasurer, Janice Smith, in the month of May 2022.

Roll Call Vote

Ayes: Lazet, Kean, McNeilly, & Lewis
Nays: None Abstain: Lacasse

MERS Employee Voluntary 457 Plan. Clerk Kean presented to the Board members a MERS 457 Plan, which is a voluntary deferred compensation program for Pre-Tax or Post-Tax contributions. The Plan is open to all employees whose gross wages are at least \$2,500 per year. There is no cost to the Township to offer this benefit.

MOTION Kean, seconded McNeilly, to adopt Resolution #22-10 for the MERS Uniform 457 Supplemental Retirement Program effective May 1, 2022.

Roll Call Vote

Ayes: Lewis, Lazet, Kean, McNeilly, & Lacasse
Nays: None

MOTION Kean, seconded McNeilly, to authorize Supervisor Lazet to sign the MERS 457 Participation Agreement.

Roll Call Vote

Ayes: Lacasse, Lewis, Lazet, Kean, & McNeilly
Nays: None

Supreme Sanitation Service. Every summer, a portable toilet service is provided for the residents and users of the ballfields and playscape. The cost is the same as last year.

MOTION Lazet, seconded Lacasse, to authorize the expense and payment of \$85 per month for the portable toilet service from Supreme Sanitations for the period April 1, 2022, to October 31, 2022, to be charged to Maintenance & Repairs Outside (GL #101-265-932.000)

Roll Call Vote

Ayes: McNeilly, Lacasse, Lewis, Lazet, & Kean
Nays: None

Accounts Payable Disbursement Authorization. Clerk Kean reviewed the Disbursement Authorization Report highlighting: the Certificate of Deposit purchased from Independent Bank, American Legion flag program, BS&A, Superior Saw, Revore Law Firm, Landscape Architects and Planners, Printing Systems, Inc., and the ACH payment to MERS.

MOTION Kean, seconded McNeilly, to approve the Disbursement Authorization Report for General Fund Checks #31666-31728, ACH #4222, and EFT's #526, #527, #528, and #529 for a total of \$106,126.52.

Roll Call Vote

**Ayes: Kean, McNeilly, Lacasse, Lewis, & Lazet
Nays: None**

Supervisor Lazet informed the Board members that two transfer authority adjustments for printing and postage and the retirement wage accrual were made effective 3-31-22.

Supervisor Report: Township Policy Review. To be discussed at a future meeting.

Supervisor Report: Zoning Administrator Position. Supervisor Lazet introduced Aaron Barden. Mr. Barden is interested in the Zoning Administrator position. Mr. Barden presented his qualifications and experience. It was the consensus of the board members to consider Mr. Barden for Zoning Administrator on an as needed basis. The Board members will hold a special meeting on April 20, 2022, at 10:00 am to formally interview Mr. Barden.

Supervisor Report: Weed Treatment of Ballfields at the Township Hall. The Board previously approved weed control expenditure for the fiscal year 2021-22 for the ballfield and pavilion area. However, the newly seeded grass area did not adequately germinate in time to for treatment.

Motion Lazet, seconded Kean, to authorize the expenditure, up to \$1,000, for weed control work on the Town Hall Grounds and especially the newly renovated athletic fields, to be charged to Maintenance & Repairs Outside (GL #101-265-932.000).

Roll Call Vote

**Ayes: Lewis, Lazet, Kean, McNeilly, & Lacasse
Nays: None**

Treasurer Report: General Fund Financial Graph. Treasurer Lewis reviewed the graph of the general fund financial report for the month of March.

Trustee McNeilly: Planning Commission. The Planning Commission continues their work on Home Occupations including how recreational or medical marijuana relates to Home Occupations. Commission Member Pinkerton did a presentation to the Planning Commission on wind farms.

Trustee McNeilly: Recreation Commission. The Recreation Commission continues their work on developing messaging and fundraising strategies. Supervisor Lazet suggested signage of recognition and appreciations, as well as the rendering of the proposed park changes to be located near the pavilion.

Resident Mary Ruttan (In memory of Trustee Dale Ruttan) and Trustee Patricia McNeilly (Spartan Barricading & Traffic Control) have generously offered to donate the funding for two park benches for the playscape area.

MOTION McNeilly, seconded Kean, to authorize the expense and payment up to \$1,500 for the purchase of two benches for the playscape area to be charged to Maintenance & Repairs

Outside (GL#101-751-932.000). The expense will be reimbursed by donations from Trustee Patricia McNeilly (Spartan Barricading & Traffic Control) and Mary Ruttan (In memory of Trustee Dale Ruttan).

Roll Call Vote

**Ayes: Lacasse, Lewis, Lazet, Kean, & McNeilly
Nays: None**

Any Other Business. Clerk Kean state that Marne Daggett from MERS of Michigan will present a review of the updated actuarial report on August 9, 2022, at 11:00 am.

The Township has received their \$400 auto insurance refund for the Township truck. Supervisor Lazet provided an update on Revenue Sharing and Treasurer Lewis presented a graph representation. The new estimate for Revenue Sharing for the 2022-2023 fiscal year is a reduction. The Township has applied for a \$2.23 million Community Project Funding Grant through Congresswoman Slotkin's office. The application process will involve several steps. Updates will be provided as they are received.

Additional Public Comment. None

Adjournment. The meeting adjourned at 8:11 p.m.

JoAnne Kean, Clerk

Recorder Deputy Clerk Ruttan