

Middlebury Township

PO Box 622, Ovid, Michigan 48866

Draft
Regular Meeting
7627 W. M-21, Ovid, MI
Tuesday, February 14, 2023 at 7:00 pm

REGULAR MEETING

Call to Order:

Supervisor Swan called the meeting to order at 7: 00 pm.

Board Members Present:

Supervisor Jeffery Swan, Clerk Susan Tomasek Swan, Treasurer Jill Ruess, Trustee Greg Atwood and Trustee Gene Ruess

Guests Present: 5 community Guests were present and Shawn Dilts, Deputy Clerk; Mike Herendeen, Deputy Supervisor

Scheduled Comments: Sheriff states not many items to report. He has provided his business card for individuals to report traffic areas of concern.

Public Comments: Opened at 7:02 pm Closed at 7:16 pm Resident returned to township meeting this month to review her request for initiating a SATA contract to service transportation needs for the residents of our township that live with a disability.

Motion to Approve Agenda:

Clerk Tomasek-Swan made a motion to approve agenda as amended. Trustee Atwood seconded the motion.

Voice Vote: Ayes: All Nays None Carried

Motion to Approve Minutes:

Trustee Ruess made a motion to amend the January 10, 2023 minutes Clerk Tomasek-Swan seconded the motion.

Voice Vote: Ayes: All Nays: None Carried

Motion to Approve Budget Amendments

Clerk Tomasek-Swan made the motion to approve the following amendments to the FY 2022-2023 budget.

Increase in the following line items:

101-000-528.000	ARPA FEDERAL GRANT	45,000.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	3,000.00
101-000-574.000	STATE REVENUE SHARING	10,000.00
101-000-956.001	OVERAGES	10.00
101-101-702.002	OFFICE ADMINSTRATOR-SALARIES	1,000.00
101-101-727.000	SUPPLIES	300.00
101-101-727.002	COPIER EXPENSE	300.00
101-101-816.000	TOWNSHIP BOARD-DUES	300.00
101-215-727.000	SUPPLIES	500.00
101-215-860.000	CLERK-MILEAGE	150.00
101-253-860.000	TREASURER-MILEAGE	100.00
101-257-727.000	SUPPLIES	500.00
101-257-801.000	ASSESSOR CONTRACTED SERVICE	500.00
101-262-801.000	Election- Contracted Services	700.00
101-265-920.000	BUILDING & GROUNDS-UTILITIES	1,500.00
101-265-956.000	BUILDING & GROUNDS-MISC.	13,000.00
101-299-969.000	UNALLOCATED	38,660.00
101-862-715.000	FICA	300.00
101-862-715.002	STATE WITHHOLDING TAXES	200.00

Trustee Ruess second the motion.

Roll Call Vote:

The following voted AYE: Trustee Ruess, Clerk Tomasek-Swan, Treasurer Ruess, Trustee Atwood, Supervisor Swan

The following voted NAY: None Carried

Motion to approve Bills

Treasurer Ruess made a motion to approve bills from General Funds in the amount of \$9,504.28 with checks #5EFTs and Trustee Atwood seconded the motion.

Roll Call Vote:

The following voted AYE: Clerk Tomasek-Swan, Trustee Ruess, Supervisor Swan, Treasurer Ruess, Trustee Atwood

The following voted NAY None Carried

Communications:

MTA- Supervisor Swan reported the annual conference in April is approaching. The county will be using space in different community locations while the county building is having renovations.

Library- Minutes attached. Library is looking at accounting software options.

OMESA- There is research on looking at vehicle options for either refurbishment of current equipment or buying new.

Clerk- Information was provided on an offer from MI Class for LCSA funds disbursement. The township already uses ACH and does not recommend that a 3rd party be utilized for LCSA fund disbursement.

Assessor- Board of Review is next month. Organizational meeting is on 3/7/2023 at 12 pm. The public appeals are scheduled on 3/14/2023 at 9 am-3 pm and 3/16/2023 at 3 pm-9 pm. Assessor is going to post public notice.

Treasurer- Treasurer reports on CD's

Business:

1. **SATA** Supervisor Swan will reach out to SATA representative again to have them attend meeting and answer township questions.
2. **Road Contract** Supervisor Swan did not have current contracts available to review and approve. The contracts are higher than past years due to a project that could be a joint project with Owosso Township. There has not been a determination if Owosso Township is willing to complete the joint project. Supervisor Swan will consult with Road Commission for final determination on this project.
Clerk Tomasek-Swan made a motion allowing the Supervisor to sign the completed brine contract and arm mowing contract and Trustee Atwood seconded the motion.

Roll Call Vote:

The following voted AYE: Clerk Tomasek-Swan, Trustee Ruess, Supervisor Swan, Treasurer Ruess, Trustee Atwood

The following voted NAY None Carried

3. **Land Bank Update** Treasurer Ruess was able to resolve the issue with the county and the land bank. There will not be any fines assessed to the township.
4. **2023-2024 Budget** Clerk Tomasek-Swan presented the draft budget to the board for their review to approve on 3/14/2023 at 6:45 pm.
5. **MAMC Membership and BS&A Webinar** Clerk Tomasek-Swan presented information on the statewide professional association group for the clerks in Michigan at an annual cost of \$85. Treasurer Ruess made a motion to pay for the annual dues for MAMC and Trustee Atwood seconded it. It was carried on voice vote. Clerk Tomasek-Swan requested attendance to the BS&A webinar at a cost of \$200. Clerk will obtain more information and discuss at next month meeting.
6. **Tablets for board use in place of paper packets** Across the state there is a trend that townships are utilizing tablets for monthly paperwork instead of printing paper packets and saving printing costs. Board member will research tablet options and discuss at March meeting.
7. **OMESA Appropriation for software cost** At January meeting OMESA decided to obtain BS&A software at a cost of approximately \$17,000. Clerk Tomasek-Swan inquired if Middlebury

Township could appropriate funds to offset future project costs to OMESA. This item will be reviewed at March meeting.

8. **Treasurer Bonding Insurance** Supervisor Swan was not able to contact the attorney regarding the treasurer bonding insurance. Treasurer Ruess will attempt to contact the attorney.
9. **Cemetery Signs** Trustee Atwood has obtained an estimate on a new cemetery sign at 36" x 96" size and 8 section signs at a size of 18" x 12". The section signs to be installed on #2 steel posts (not included in service). The quote is from Johnson Sign Co from Lansing, MI. The quote includes the installation of the large sign at \$4510.00. The board would like to have colors of burgundy and tan. The section signs are 2 A's, 4 B's, and 2 C's.

Treasurer Ruess made a motion to obtain a new quote with updated colors, oval section signs, and represent tax exempt status, up to \$5000, and providing Clerk Tomasek-Swan authority to sign, and pay the required deposit. Trustee Ruess seconded the motion.

Roll Call Vote:

The following voted AYE: Clerk Tomasek-Swan, Trustee Ruess, Supervisor Swan, Treasurer Ruess, Trustee Atwood

The following voted NAY None Carried

Final Comments: Opened at 8:42 pm Closed at 8:49 pm Resident requested clarification of gravel trucks using Baldwin Road.

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Motion to adjourn the meeting: Adjourned at 8:50 pm

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Next meeting April 12, 2022 at 7:00pm

X



Shawn Dilts
Deputy Clerk

