

# Middlebury Township

PO Box 622, Ovid, Michigan 48866

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Regular Meeting  
7627 W. M-21, Ovid, MI  
Tuesday, April 9, 2024 at 7:00 pm

## REGULAR MEETING

### Call to Order:

Supervisor Swan called the meeting to order at 7:01 pm.

### Board Members Present:

Supervisor Jeffery Swan, Clerk Jamie Aldrich, Treasurer Jill Ruess, Trustee Greg Atwood and Trustee Gene Ruess

Guests Present: Guests were present: Gary Keiger, Mike Herendeen.

### Scheduled Comments:

Public Comments: Opened at 7:02 pm Closed at 7:02 pm

### Motion to Approve Agenda:

We need to approve Special meeting agenda and budget agenda. Change check number to 6139 and add field mowing to agenda.

J. Ruess made a motion to approve agenda with above corrections. G. Atwood seconded the motion.

Voice Vote: Ayes: All Nays None Carried

### Motion to Approve Minutes:

G. Atwood made a motion to approve regular meeting minutes. J. Ruess seconded the motion.

Voice Vote: Ayes: All Nays: None Carried

J. Ruess made a motion to approve Special Meeting minutes. G. Atwood seconded the motion.

Voice Vote: Ayes: All Nays None Carried

J. Ruess made a motion to approve Budget Meeting minutes, G. Atwood seconded the motion.

Voice Vote: Ayes: All Nays None Carried

### Motion to approve Bills

J. Ruess made a motion to approve bills from General Funds in the amount of **6126-6139** in the amount of \$9,408.61 and EFT's for \$3,483.57 for a total of \$12,892.10. J. Aldrich seconded the motion.

Roll Call Vote: Ayes: All ayes Nays: None Carried

### **Communications:**

**MTA-** Eagle is pushing for septic inspections. Josh Haley was at meeting. Still trying to get solar back to local entities.

**Library-** Painters coming back to fix some trim. They had an open house Monday. Some books were damaged in the storage containers but those are being covered by the company. Remodel is done and it looks well.

**OMESA-** Truck was supposed to be here Sunday, however a part did not come in time. Should be here in the next few weeks. Hoping to have a open house in June. Have two firefighters in class, should graduate in June.

**Clerk-** MTA Books. If books are needed for personal use email clerk. Will get books to keep at hall.

Jamie made a motion to purchase MTA for each board position books to keep at the hall. G. Ruess seconded the motion.

Roll Call Vote: Ayes: All ayes Nays: None Carried

**Clerk-** Letter from County that says that the Board of Canvassers found no issues for our February election.

**Treasurer-** Reports for board. CD's Went over what we made on the last CD's Want the agenda to be done and sent out Friday before meeting.

**Assessor-**

### Business:

- 1.) August Election- Same help and staffing.
- 2.) Resolutions:
  - Election Worker Compensation- Type up resolution for election workers to be \$20.00 hour.
  - Board of Review Compensation- Type up resolution for BOR to be moved to \$150.00
  - Meal Per Diem – Type up resolution to change meal per diem to \$25.00 per meal to be paid in 6 hour increments.
- 3.) Payment Checks- NA
- 4.) FOIA Coordinator Duties – Clerk is the FOIA coordinator office manager will be responsible for this.
- 5.) Form for Election-On desk for each person.

- 6.) Cemetery Fees  
Cemetery Rules and Regulations- Change the amounts to what our new contract is plus \$100.00.
- 7.) Update Chart of Accounts- Michigan has changed numbers for chart of account. We need to get with BSA and update our chart of accounts.
- 8.) Office Manager Pay, Hours and duties. Looking for feedback on what separation needs to be done. Jeff will make a resolution to pay re accruing bills next meeting. Look into policies and procedures for minutes, agenda.
- 9.) New Mileage .67- Resolution states will be paid upon federal mileage rate.
- 10.) Millage Language to County Clerk- Jeff will send email with correct verbiage.
- 11.) Field Mowing- Mr Zacharda, asked if we needed him to mow the field for us. G. Ruess made the motion to have Mr. Zacharda mow our field for him. J. Aldrich seconded the motion.

#### Old Business

1. Road Projects for 2024- New Road Projects.  
G. Atwood made the motion to approve the 2024 road projects and sign contract with county. G. Ruess seconded the motion.

Roll Call Vote: Ayes: All ayes Nays: None Carried

2. Driveway- Called Crow, waiting for response. Will call again.
3. Maner Costerian- Jamie started the process with them. Clerk will call and set the audit with them.
4. Township Website- Nothing done with this. Carry over to next month.
5. Road sign for Snyder and Glenwood Dr are still not up. Should have an official sign on both ends of the roads. Jeff will talk with Sean from the road commission tomorrow.

Public Comments Opened at 9:24 pm Closed at 9:25 pm

Gary Missed the fact that we were having a special meeting.

Final Comments: Opened at 9:25 pm Closed at 9:00 pm

Treasurer will look into getting a cell phone for the clerk and treasurer so residents can call as well as accessing township email.

Motion to adjourn the meeting: Adjourned at 9:30 pm

Next meeting May 14th, 2024 at 7:00pm

X

Angela Wheeler

