



OID TOWNSHIP

ADMINISTRATIVE OFFICES

1015 Baese Court, P.O. Box 136
Ovid, Michigan 48866
Ph: (989) 834-2838

APPROVED

SUPERVISOR: Jennings C. West
CLERK: Claudia Barrett Pluger
TREASURER: Nancy J. Hughson

TRUSTEES: Patricia Hibbard
Arlene Pesik

PROPOSED MINUTES OF OVID TOWNSHIP BOARD MEETING – AUGUST 10, 2023

The regular Board meeting of the Ovid Township Board was called to order at 4:05 p.m. by the Supervisor with the Pledge to the Flag.

MEMBERS PRESENT:

Supervisor Jennings West, Clerk Claudia Barrett Pluger, Treasurer Nancy J. Hughson, Trustee Patricia Hibbard, Trustee Arlene Pesik

ALSO PRESENT:

Jon Johnson, Burnham & Flower Insurance Group; Kurt Wolf;
Mark Holley (Joined at 4:26 p.m.); Bob Sauer (Joined at 5:21 p.m.);
Gary Criner (Joined at 5:33 p.m.)

AGENDA:

Moved by Trustee Pat that we approve the Agenda, as presented, Seconded by Treasurer Nancy. All in favor, Motion carried.

PROPOSED MINUTES FROM JULY 13, 2023, BOARD MEETING:

Moved by Trustee Arlene that we accept the July 13, 2023, Board meeting minutes, as written, Seconded by Trustee Pat. All in favor, Motion carried.

TREASURER'S REPORT:

Treasurer Nancy provided the Board with the July 2023 financials, the July monthly income received report, bank balances, along with the supporting bank statements as of July 31, 2023, and the corresponding bank reconciliations for each month's bank statement.

Huntington Bank Account Balances:

General Fund bank balance is \$245,898.59.

Payroll account balance is \$6,153.97.

Delinquent Property bank balance is \$151.94

Michigan Class:

General Fund is \$237,458.15.

Emergency Services is \$155,874.74

ARPA – \$180,860.18

Mercantile Bank Account Balances:

Emergency Services account is \$16,970.98.

ARPA Account is \$40,247.98.

Journey Federal Credit Union Balances:

Tax account balance is \$72,856.28.

Cemetery account balance is \$2,962.85.

Treasurer Nancy commented there have been two tax disbursements to the County. The tax and delinquent personal property accounts are off by \$12.35. The County did an ACH to our General Fund for interest for \$12.35. It was then moved to delinquent personal property. The County sent an email saying that didn't need to be done, so it has been moved back to the General Fund. It was done in August, so it will be on next month's bank statement. The account is also still off by \$2.94.

Moved by Trustee Pat to approve the Treasurer's report, as submitted, bank statements and reconciliations included for review, subject to audit, Seconded by Trustee Arlene. All in favor, Motion carried.

AMEND AND APPROVE BUDGET:

Moved by Clerk Claudia that we amend and approve the budget for GL #101-299-822, Insurance, for \$2,233 from unallocated funds to cover the amount over, Seconded by Trustee Pat. All in favor, Motion carried.

CLERK/BILLS – FOR APPROVAL:

Clerk Claudia supplied the Board with the Check Disbursement Report for review.

The following are the banks and check numbers for approval:

Huntington Bank – Payroll Check Numbers 513-519, Preauthorized by policy and approval, Check Numbers 11298-11299 and Check Numbers 11300-11313 and EFTs.

Mercantile Bank – Emergency Services, Check Number 1082-1083 and Journey Federal Credit Union – Cemetery, Check Number 1028. The total for approval is \$53,835.20.

Moved by Trustee Pat to approve the Clerk's Check Disbursement Report for payment of all invoices, Seconded by Trustee Arlene.

Roll call vote was as follows:

Treasurer Nancy Hughson – **Yes**

Trustee Patricia Hibbard – **Yes**

Trustee Arlene Pesik – **Yes**

Clerk Claudia Barrett Pluger – **Yes**

Supervisor Jennings West – **Yes**

All in favor, Motion carried.

UNFINISHED/UPDATED BUSINESS:

Township Hall Roof – Bids:

Supervisor Jennings commented the roof is on hold right now. He did talk to a couple other companies that will be coming to present their product and bids.

NEW BUSINESS:

Jon Johnson, Burnham & Flower Insurance Group:

Jon Johnson introduced himself as our Insurance Representative from Burnham & Flower Insurance Group. Our property and liability insurance package is through the Michigan Township Participating Plan (PAR), which we've been a member of the PAR Plan for a few years now. Jon supplied the Board members with the new insurance policy booklet along with cyber insurance documents. Jon went through the policy booklet page by page explaining our coverage, and why the policy was so much higher this year.

The PAR Plan website has been updated with several new services available to townships. They encourage setting up a login for the township with their policy information. Once this information is set up, there's access to risk control policies and procedures, services and recommendations that they've put together over the years. There's sample policies and procedures. There's also an HR tab on the new website. Trustee Pat questioned "nose coverage" that was listed on one of the pages. Jon will check into that. Board discussion with Jon.

Rotary Glass – Replace trim stops in entryway - \$381.98:

Board discussion regarding the cost. We will call and get clarification. Tabled until next month.

Maner Costerisan – Preliminary Governance Letter:

Our Auditors, Maner Costerisan, asked us to distribute the Preliminary Governance Letter to each Board member. This is normal procedure. It is done every Audit.

Elections – Early Voting – Countywide, Other Municipalities or Local:

Clerk Claudia explained the estimated cost of early voting being done locally, in Ovid Township, versus going Countywide or other municipalities. Some new equipment would have to be purchased for early voting, which is costly. If we decide to go Countywide or with another municipality, we have to sign contracts designed by the State of Michigan. Board discussion.

Moved by Trustee Pat that we do our early voting Countywide, Seconded by Treasurer Nancy.

Roll call vote was as follows:

- Treasurer Nancy Hughson – **Yes**
- Trustee Patricia Hibbard – **Yes**
- Trustee Arlene Pesik – **Yes**
- Clerk Claudia Barrett Pluger – **Yes**
- Supervisor Jennings West – **Yes**

All in favor, Motion carried.

MTA Professional Retreats – Clerk and Deputy Clerk:

Clerk Claudia requested approval to go to the Clerk retreat and take the Deputy Clerk. Moved by Trustee Arlene that we approve the Clerk and Deputy Clerk to go to the MTA Retreat, Seconded by Trustee Pat.

Roll call vote was as follows:

- Treasurer Nancy Hughson – **Yes**
- Trustee Patricia Hibbard – **Yes**
- Trustee Arlene Pesik – **Yes**
- Clerk Claudia Barrett Pluger – **Yes**
- Supervisor Jennings West – **Yes**

All in favor, Motion carried.

MTA Professional Retreats – Supervisor, Treasurer, Trustees:

Board discussion.

Moved by Trustee Pat that we approve the MTA Retreats for the Supervisor, Treasurer and Trustees, Seconded by Trustee Arlene.

Roll call vote was as follows:

- Treasurer Nancy Hughson – **Yes**
- Trustee Patricia Hibbard – **Yes**

Trustee Arlene Pesik – **Yes**
Clerk Claudia Barrett Pluger – **Yes**
Supervisor Jennings West – **Yes**

All in favor, Motion carried.

REPORTS:

Library – Trustee Patricia Hibbard:

Trustee Pat supplied the Board with the June 21, 2023, Library Budget meeting minutes, and the June 21, 2023, Library Board meeting minutes, along with the financials, the June 2023 Statistics sheet and the July Librarian's Report.

Trustee Pat reported the Library meetings were scheduled for next year. Two of the meetings were changed because one fell on Juneteenth and the other because it fell on opening day of hunting season. The Librarian had a stroke. She can't drive for six months. She is doing better now. The summer reading program was a success. The volunteers have been great. The Budget was passed.

OMESA – Treasurer Nancy Hughson:

Treasurer Nancy supplied the Board with the June 27, 2023, minutes, Treasurer's report and supporting financial statements; and Resolution 2023-01, Approval for the purchase of Spartan S-180 Model 2113. Also included in our Board packets is the Ovid Fire and Rescue Fire Chief's Report from 6-28-2023 through 7-25-2023.

The paperwork for the new fire truck has been finalized and sent in. They haven't heard anything about the grant they applied for.

CAASA – Supervisor Jennings West:

Supervisor Jennings reported the old truck was sent out. It had a new box on it. They are going to modernize the box. They are updating it with restraints in the back, which it didn't have. They will be selling the old frame. They have a new frame for the ambulance. The new ambulance will be arriving from the manufacturer in late December. Stryker has contacted them about a package for heart monitors. They would put them in all the vehicles. MMR is considering closing the Owosso station.

Assessor Mark Holley:

Mark commented he didn't have anything to report on, other than it's time to renew his contract. Trustee Pat had some questions. Board discussion.

Mark presented his new Assessor contract to the Clerk.

***Public Comments:**

Kurt Wolf introduced himself. He's an Ovid Township resident who applied to Clinton County for a Special Land Use Permit for a Home Day Care Facility on Shepardsville Road. The Planning Commission approved the Special Land Use Permit in July. Kurt shared with us the struggles they have gone through with planning and zoning at the County since July. A document needed to be signed for LARA. A big problem was Doug Riley was no longer there and no one could give clear guidance. One thing after another went on for a month. Kurt stated the document was finally signed yesterday by the County. The application could take from three to six months. Then you have a six-month preliminary.

Board Comments:

Clerk Claudia commented we've been talking about the ARPA funds, and we have a few projects we've been discussing. We need to start somewhere. Board discussion. Moved by Clerk Claudia that we transfer a total of \$60,000 of the ARPA funds to the General Fund and apply \$20,000 to Ovid-Middlebury Emergency Services Authority (OMESA), \$20,000 to Clinton Area Ambulance Service Authority (CAASA), and \$20,000 to the South Ovid Cemetery account, Seconded by Trustee Pat.

Roll call vote was as follows:

- Treasurer Nancy Hughson – **Yes**
- Trustee Patricia Hibbard – **Yes**
- Trustee Arlene Pesik – **Yes**
- Clerk Claudia Barrett Pluger – **Yes**
- Supervisor Jennings West – **Yes**

All in favor, Motion carried.

Board discussion regarding setting up a special meeting to take care of the roof.

Adjournment:

Moved by Supervisor Jennings that we adjourn the meeting, Seconded by Trustee Arlene. All in favor, Motion carried.

Supervisor Jennings adjourned the meeting at 5:36 p.m.

Claudia Barrett Pluger, Clerk