



# OVID 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 BUDGET HEARING AND REGULAR BOARD MEETING - FEBRUARY 8, 2024**

The Budget Hearing and regular Board Meeting of the Ovid Township Board was called to order at 5:02 p.m. by the Clerk with the Pledge to the Flag.

#### **MEMBERS PRESENT:**

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

#### **ABSENT:**

Supervisor Jennings West (Arrived late)

#### **MEETING MODERATOR:**

Clerk Claudia stated since the Supervisor is not here we need to appoint a meeting moderator.

Moved by Trustee Arlene that we appoint the Clerk to be the meeting moderator, Seconded by Trustee Pat. All in favor, Motion carried.

#### **ALSO PRESENT:**

Keith Jones, Connie Kioski, Gary Kioski, Peggy Lidgard, Tom Hughson, Deb Price, August Arnett

#### **AGENDA:**

Moved by Treasurer Nancy to approve the Agenda, Seconded by Trustee Pat. All in favor, Motion carried.

Supervisor Jennings West arrived at 5:09 p.m.

**PROPOSED BUDGET HEARING:**

The Township Board discussed the General Fund Budget, the Public Safety Fund Budget, the Cemetery Fund Budget and the ARPA Fund Budget. The GL numbers were discussed line by line. We were not able to create a GL number for the ARPA Fund budget because of the new State Chart of Accounts conversion already in progress by BS&A. The other proposed changes in the line items will be adjusted as suggested, and the proposed 2024-2025 budget will be presented at the March Board meeting. Salaries were also addressed. Those resolutions will be presented in March.

**2024-2025 OVID TOWNSHIP BOARD MEETING DATE AND TIME:**

Board discussion regarding changing the meeting date since the Clinton County Planning Commission meetings are on the same night.

Moved by Clerk Claudia that we have our Board meetings on the third Tuesday of each month at 7 p.m., Seconded by Trustee Pat.

Roll call vote was as follows:

Treasurer Nancy Hughson – **Yes**

Trustee Patricia Hibbard – **Yes**

Supervisor Jennings West – **Yes**

Trustee Arlene Pesik – **Yes**

Clerk Claudia Barrett Pluger – **Yes**

All in favor, Motion carried.

Budget Hearing concluded at 6:30 p.m.

**PROPOSED MINUTES FROM JANUARY 11, 2024, BOARD MEETING:**

Moved by Trustee Pat that we accept the January 11, 2024, minutes, as submitted, Seconded by Trustee Arlene. All in favor, Motion carried.

**TREASURER'S REPORT:**

Treasurer Nancy provided the Board with the January 2024 financials, the January monthly income received report, bank balances, along with the supporting bank statements as of January 31, 2024, and the corresponding bank reconciliations for each month's bank statement.

Huntington Bank Account Balances:

General Fund bank balance is \$149,172.74

Payroll account balance is \$3,798.85

Delinquent Property bank balance is \$139.59

**Michigan Class:**

General Fund is \$244,137.13

Emergency Services is \$134,613.14

ARPA – \$124,608.55

**Mercantile Bank Account Balances:**

Emergency Services account is \$127,761.17

ARPA Account is \$40,298.75

**Journey Federal Credit Union Balances:**

Tax account balance is \$532,563.24

Cemetery account balance is \$17,437.85

Moved by Trustee Pat to accept the Treasurer's report, as submitted, subject to audit, Seconded by Trustee Arlene. All in favor, Motion carried.

**CLERK/BILLS – FOR APPROVAL:**

Clerk Claudia supplied the Board with the Check Disbursement Report for this month's meeting, and the Revenue and Expenditure Report ending January 31, 2024.

The following are the banks and check numbers for approval:

Huntington Bank – Payroll Check Numbers 561-569, Preauthorized by policy and approval, Check Numbers 11404-11406 and Check Numbers 11407-11416 and EFTs.

Mercantile Bank – EMS, Check Number 1088. The total for approval is \$17,000.91.

Moved by Trustee Pat to accept the Clerk's report, as submitted, Seconded by Trustee Arlene. All in favor, Motion carried.

**UNFINISHED/UPDATED BUSINESS:**

None.

**NEW BUSINESS:**

**New Township Hall Roof – Color:**

Board discussion regarding the color guide for the roof.

Moved by Clerk Claudia that we go with the Highland Brown color for the new roof, Seconded by Trustee Pat.

Roll call vote was as follows:

Treasurer Nancy Hughson – **Yes**

Trustee Patricia Hibbard – **Yes**

Supervisor Jennings West – **Yes**

Trustee Arlene Pesik – **Yes**

Clerk Claudia Barrett Pluger – **Yes**

All in favor, Motion carried.

**Resolution Number 2024-03, Poverty Exemption for 2024:**

Clerk Claudia commented these resolutions and policies are standard resolutions we received from the Assessor.

Moved by Clerk Claudia that we approve Resolution Number 2024-03, Poverty Exemption for 2024, Seconded by Trustee Arlene.

Roll call vote was as follows:

Treasurer Nancy Hughson – **Yes**

Trustee Patricia Hibbard – **Yes**

Supervisor Jennings West – **Yes**

Trustee Arlene Pesik – **Yes**

Clerk Claudia Barrett Pluger – **Yes**

All in favor, Motion carried.

Resolution adopted.

**Resolution Number 2024-04, Property Transfer Affidavit (PTA) Fees:**

Moved by Trustee Pat that we approve Resolution Number 2024-04, Property Transfer Affidavit Fees, Seconded by Treasurer Nancy.

Roll call vote was as follows:

Treasurer Nancy Hughson – **Yes**

Trustee Patricia Hibbard – **Yes**

Supervisor Jennings West – **Yes**

Trustee Arlene Pesik – **Yes**

Clerk Claudia Barrett Pluger – **Yes**

All in favor, Motion carried.

Resolution adopted.

**Resolution Number 2024-05, Resolution Authorizing a Resident Taxpayer to File a Protest Before the Board of Review by Letter Without a Personal Appearance Under MCL 211.30(8):**

Moved by Trustee Pat that we approve Resolution Number 2024-05, Resolution Authorizing a Resident Taxpayer to File a Protest Before the Board of Review by Letter Without a Personal Appearance Under MCL 211.30(8), Seconded by Treasurer Nancy.

Roll call vote was as follows:

Treasurer Nancy Hughson – **Yes**

Trustee Patricia Hibbard – **Yes**

Supervisor Jennings West – **Yes**

Trustee Arlene Pesik – **Yes**

Clerk Claudia Barrett Pluger – **Yes**

All in favor, Motion carried.

Resolution adopted.

**Policy and Procedure for the Public Inspection and Copying of Public Records in Lieu of Customary Business Hours:**

Moved by Trustee Arlene that we approve the Policy and Procedure for the Public Inspection and Copying of Public Records in Lieu of Customary Business Hours, Seconded by Clerk Claudia.

Roll call vote was as follows:

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

All in favor, Motion carried.

Policy Adopted.

**Policy in Lieu of Business Hours:**

Moved by Trustee Pat that we approve the Policy in Lieu of Business Hours, Seconded by Treasurer Nancy.

Roll call vote was as follows:

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

All in favor, Motion carried.

Policy Adopted.

**Road Commission Contracts (9) – Gravel and Overband:**

Moved by Trustee Arlene that we approve the nine Road Commission contracts for gravel and overband, Seconded by Clerk Claudia.

Roll call vote was as follows:

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

All in favor, Motion carried.

## **REPORTS:**

### **Library – Trustee Patricia Hibbard:**

Trustee Pat supplied the Board with the November 14, 2023, and December 20, 2023, Library Board meeting minutes, along with the financials, and the November 2023 and December 2023 Statistics reports. Also included was the December 2023 and January 2024 Librarian's Reports.

### **OMESA – Treasurer Nancy Hughson:**

Treasurer Nancy supplied the Board with the December 19, 2023, minutes, Treasurer's January 2024 report and supporting financial statements. Also included in our Board packets is the Ovid Fire and Rescue Fire Chief's Report from 1-1-2023 through 12-31-2023, and Resolution 2023-04, Ovid Fire & Rescue Fiscal Year Budget. Treasurer Nancy reported the new fire truck should be here in March or April.

### **CAASA – Supervisor Jennings West:**

Supervisor Jennings commented the new ambulance should be here soon. The next meeting is the 15th at 6 p.m. at the Hospital.

### **Assessor Peggy Lidgard:**

- \*Peggy sent out the disabled Veterans reminder letters. She received one letter back.
- \*There were two sales for the month. No new permits.
- \*Personal property statements were sent out January 4th. Peggy received one back, and that one said they were exempt, but they were not. She emailed them to have them fill out the form again and try again.
- \*Peggy added one new personal property, which was Verizon. It's the cell tower here.
- \*She has her new book put together with policies, resolutions, and her land and ECF studies.
- \*She will give Treasurer Nancy all the information for the Township website.
- \*Peggy usually goes to KCI for printing. They are charging 81 cents per parcel. There's a place in Lansing on the west side, International Minute Press, and they are charging .7522 per parcel. This will save a little over \$300 for the Township.
- \*The Board of Review organizational meeting is Tuesday, March 5th, 2024, at 11 a.m. March Board of Review meetings are scheduled for Monday, March 11th from 1 p.m. to 9 p.m. The second day will be Friday, March 15th from 9 a.m. to 1 p.m.

### **Public Comments:**

Keith Jones  
Connie Kioski

Public comments closed at 7:36 p.m.

**Board Comments:**

Clerk Claudia commented the yearly Township meeting with the Road Commission to discuss our Township roads is set for Thursday, March 14 at 10:40 a.m. at the Road Commission offices.

Treasurer Nancy commented in April of 2023 we ordered medallions for the Cemetery from Carrot-Top Industries. We never received them or the stems they went on. Instead, we received 500+ flags, which were returned. After many emails, conversations with Carrot-Top, the credit card company, et cetera, we thought it was our loss. In January of this year, we received an email from Wanda at Carrot-Top, and an email from UPS saying they would be delivered. They were delivered about a week ago.

Treasurer Nancy also commented about her proposed salary. She commented the Clerk has a lot more put on her. Discussion. She would be fine with \$24,000.

Trustee Arlene commented regarding the discussions about the minutes being in the newspaper. She commented she is willing to forego her salary to have the minutes put in the paper. Board discussion regarding minutes and synopsis.

Moved by Trustee Arlene that we put the minutes in the paper, and she will forego her salary.

Trustee Pat wondered if that could be done. Clerk Claudia did not know, but will check with the attorneys.

Board discussion. Treasurer Nancy commented we could put a synopsis in.

Board discussion continued.

Moved by Trustee Arlene that we put a synopsis in the paper, Seconded by Treasurer Nancy.

Roll call vote was as follows:

Treasurer Nancy Hughson – **Yes**

Trustee Patricia Hibbard – **Yes**

Trustee Arlene Pesik – **Yes**

Supervisor Jennings West – **Yes**

Clerk Claudia Barrett Pluger – **Yes**

All in favor, Motion carried.

Board discussion.

Moved by Trustee Arlene to adjourn the meeting, Seconded by Trustee Pat.  
All in favor, Motion carried.

Supervisor Jennings adjourned the meeting at 7:39 p.m.

Claudia Barrett Pluger, Clerk





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TRUSTEES: Patricia Hibbard  
Arlene Pesik

### **PROPOSED MINUTES OF OVID TOWNSHIP SPECIAL BOARD MEETING - FEBRUARY 15, 2024**

The Special Board Meeting of the Ovid Township Board was called to order at 2:30 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

#### **ABSENT:**

Trustee Arlene Pesik

#### **ALSO PRESENT:**

None

#### **AGENDA:**

Moved by Trustee Pat to approve the Agenda, Seconded by Treasurer Nancy. All in favor, Motion carried.

#### **SPECIAL BUSINESS -**

##### **USE OF TOWNSHIP HALL BY CLINTON COUNTY PARKS AND GREEN SPACE:**

Treasurer Nancy reported Clinton County Parks and Green Space would like to use the Township Hall April 4th for a meeting. They are updating the Comprehensive Master Plan and Five-Year Parks, Recreation and Open Space Plan. In updating these plans, they are doing public input meetings around the County at select townships or cities. Board discussion.

Moved by Trustee Pat that we allow Clinton County Parks and Green Space to use the Township Hall, rent free, on April 4th. Seconded by Treasurer Nancy. All in favor, Motion carried.

**Public Comments:**

None.

**Board Comments:**

None.

Supervisor Jennings adjourned the meeting at 2:36 p.m.

Claudia Barrett Pluger, Clerk