



# OVID TOWNSHIP

## ADMINISTRATIVE OFFICES

1015 Baese Court, P.O. Box 136  
Ovid, Michigan 48866  
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# 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 - APRIL 13, 2023**

The regular Board meeting of the Ovid Township Board was called to order at 4 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:**

Dalton Perrien, CDL Services, LLC; Marshall Baker, Maximum Pride Lawn Care; Anthony Karhoff, Rescue Me Pure Lawn Care; Mark Holley, Assessor

#### **AGENDA:**

Clerk Claudia commented she wanted to add something at the beginning of new business. We have an update from Inclusion Solutions to discuss. Also, the I.T. Right quote should be \$501.65. That was updated today also. Moved by Trustee Pat that we approve the Agenda, as amended, Seconded by Treasurer Nancy. All in favor, Motion carried.

#### **PROPOSED MINUTES FROM MARCH 9, 2023, BOARD MEETING:**

Moved by Trustee Arlene to approve the March 9, 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 March 2023 financials, the March monthly income received report, bank balances, along with the supporting bank statements as

of March 31, 2023, and the corresponding bank reconciliations for each month's bank statement.

**Huntington Bank Account Balances:**

General Fund bank balance is \$443,504.85.

Payroll account balance is \$4,886.34.

Delinquent Property bank balance is \$210.25.

Mercantile Bank Emergency Services account is \$162,966.14.

Mercantile ARPA Account is \$234,560.47.

**Journey Federal Credit Union Balances:**

Tax account balance is \$10,290.32.

Cemetery account balance is \$5,562.85.

Also in our packet is the tax recap from 2022, which includes the last disbursement in the amount of \$257,423.75. We've settled with the County Treasurer for 2022.

Treasurer Nancy commented she would like to move some money from the General Fund account to Michigan Class or some other bank. Board discussion.

Moved by Trustee Pat to accept the Treasurer's report, as submitted, bank statements and reconciliations included for review, subject to audit, Seconded by Supervisor Jennings. 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 482-491; Preauthorized by policy and approval, Check Numbers 11231-11233; and Check Numbers 11234-11249.

The total for approval is \$12,571.49.

A disbursement check was written out of the Emergency Services account to OMESA for \$149,140.51, which is included on the Check Disbursement Report.

Moved by Trustee Pat to approve the Clerk's Check Disbursement Report for payment of all invoices, Seconded by Treasurer Nancy. All in favor, Motion carried.

**UNFINISHED/UPDATED BUSINESS:**

**Township Hall Roof – Bids:**

No updates.

**Custom Heating and Plumbing – Furnace Inspection:**

Custom Heating and Plumbing paid what was owed for the inspection to take place. Supervisor Jennings stated the furnace inspection has been done and passed.

**Hall Cleaning – Connie Kioski:**

Clerk Claudia commented Connie Kioski checked into insurance. It was higher than what she expected to pay, so she won't be cleaning the Hall.

**NEW BUSINESS:**

**Inclusion Solutions, LLC:**

Clerk Claudia stated she noticed Inclusion Solutions were not on the list as exhibitors at the MTA Conference. They will be at the MAMC Conference in June. Claudia called and spoke with Clark from Inclusion Solutions. He stated with the number of voting booths we were ordering he would not be able to transport them all in his vehicle. He couldn't waive the delivery charge of \$267.32. He was able to discount \$40 for the voting chair. The total bill would be \$3,474.07. Board discussion.

Moved by Trustee Pat that we go ahead with this order purchasing three 4-Station Franklin Voting Booths, three protective covers, one set of privacy wings and one chair for \$3,474.07 using ARPA funds, Seconded by Clerk Claudia.

Roll call vote was as follows:

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

All in favor, Motion carried.

**Clinton County Road Commission – Overband Crack Fill Contract –  
Various Local Roads – \$8,999.16:**

Moved by Clerk Claudia that we approve the Overband Crack Fill Contract for Various Local Roads for \$8,999.16, Seconded by Supervisor Jennings.

Roll call vote was as follows:

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

All in favor, Motion carried.

**I.T. Right/VC3 Quote – 24-Port Switch – \$501.65:**

Treasurer Nancy commented we've had nothing but trouble since March with equipment not working. This 24-port switch will help clean up all the cords going everywhere in the vault. Board discussion.

Moved by Trustee Pat to approve the 24-port switch for \$501.65, Seconded by Clerk Claudia. All in favor, Motion carried.

**Mowing Bids – Township Hall and South Ovid Cemetery:**

Clerk Claudia stated we received four bids for mowing and upkeep of the Township Hall and South Ovid Cemetery from Rescue Me Pure Lawn Care, Maximum Pride Lawn Care, G & W's Family Lawncare, and CDL Services, LLC.

The bids were as follows for South Ovid Cemetery:

**Rescue Me Pure Lawn Care/Anthony Karhoff**

Specializing in Cemetery Lawn Care Services

- Spring, Fall, Mother & Father's Day, 4<sup>th</sup> of July, Memorial Day Cleanup
- Lawn Mowing Once 3.5 inches of Depth is Reached (as needed)
- Spring Lawn Rolling (as needed)
- Brush and Garbage Pickup (as needed)
- Driveway, Walkway Edging, Edge Spraying (as needed)
- Bagged Lawn Mowing or Mulching (as needed)
- Headstone and Tree Grass Trimming (as needed)
- Leaf and Grass Clipping Removal (as needed)
- Hedge and Manageable Tree Trimming (as needed)

Bid for Ovid Township South Cemetery \$325.00 each service as needed

**Maximum Pride Lawn Care/Marshall Baker**

2023 Mowing Bid

- Per Visit Mowing – \$245.00
- Weed Control when Required – \$245.00
- No Fertilizer Recommended

**G & W's Family Lawncare, llc/Kirk Norton**

Mowing – Cemetery - \$225.00

Prices are per service/application, billed out monthly.

Cemetery mowing weekly April-June, Bi-weekly July-August, weekly September-October.

Trimmed as needed.

Fertilizer applications spring and fall unless requested differently.

**CDL Services, LLC/Dalton Perrien**

Weekly Mow – \$250.00

- Mowing will include the mowing, trimming, removal of trash, debris clean-up, and removal of dead/plastic flowers, etc., on an AS NEEDED basis.

South Ovid Cemetery – \$300.00

- This service includes weed control and fertilization of entire property. Price per application. A spring and fall application is suggested. Applications to be performed by Smith Lawnsapes.

The bids were as follows for **Ovid Township Hall:**

**Rescue Me Pure Lawn Care/Anthony Karhoff**

**Specializing in Municipal Areas & Cemetery Lawn Care Services**

- Spring, Fall, Mother & Father’s Day, 4<sup>th</sup> of July, Memorial Day Cleanup
- Lawn Mowing Once 3.5 inches of Depth is Reached (as needed)
- Spring Lawn Rolling (as needed)
- Brush and Garbage Pickup (as needed)
- Driveway, Walkway Edging, Edge Spraying (as needed)
- Bagged Lawn Mowing or Mulching (as needed)
- Tree Grass Trimming (as needed)
- Leaf and Grass Clipping Removal (as needed)
- Hedge and Manageable Tree Trimming (as needed)

Bid for Ovid Township Hall mowing \$125.00 per service includes all services as needed

**Maximum Pride Lawn Care/Marshall Baker**

2023 Mowing Bid

- Per Visit Mowing – \$100.00
- Weed Control when Required – \$495.00
- No Fertilizer Recommended
- Roundup as required in certain areas.

Always differs due to growing conditions in certain areas –  
Labor and amount used

**G & W’s Family Lawncare, llc/Kirk Norton**

Mowing – Hall - \$100.00

Lawn Treatment – Hall – \$560.00

Prices are per service/application, billed out monthly.

Hall mowed weekly.

Fertilizer applications spring and fall unless requested differently.

**CDL Services, LLC/Dalton Perrien**

Weekly Mow – \$110.00

- Mowing will include the mowing, trimming, and minor trash pick up on an AS NEEDED basis. Edging of sidewalks and other concrete edges shall be done at least once a month.

Ovid Township Hall – \$500.00

- Application to include fertilizer, crabgrass preventative, and a 3-way herbicide for the control of weeds. Price per application, 2 or 4 treatments are recommended throughout the growing season.

Smith Lawnsapes will perform the applications.

Anthony Karhoff of Rescue Me Pure Lawn Care was asked if the \$325 for the Cemetery included all the things listed. He responded, "Yes."

Moved by Supervisor Jennings that we go with the bid from Rescue Me Pure Lawn Care, Seconded by Clerk Claudia.

Roll call vote was as follows:

Trustee Arlene Pesik – **No**

Trustee Patricia Hibbard – **Yes**

Treasurer Nancy Hughson – **Yes**

Supervisor Jennings West – **Yes**

Clerk Claudia Barrett Pluger – **Yes**

4-Yes, 1-No.

Motion carried.

**REPORTS:**

**Library – Trustee Patricia Hibbard:**

Trustee Pat supplied the Board with the February 15, 2023, Board meeting minutes, along with the financials, the March 2023 Statistics sheet and the March Librarian's Report. Trustee Pat reported they were not able to close the Fifth Third account because Brad was not on the account. Eric will have to do it.

**OMESA – Treasurer Nancy Hughson:**

Treasurer Nancy supplied the Board with the February 28, 2023, minutes, Treasurer's report and supporting financial statements. Also in our packets is the Ovid Fire and Rescue Fire Chief's Report from 3-1-2023 through 3-28-2023. Treasurer Nancy stated she was not at the last meeting.

Board discussion regarding BS&A for OMESA and all three entities supporting.

**CAASA – Supervisor Jennings West:**

Supervisor Jennings reported at the last CAASA meeting they all supported the current PTO plan.

**Assessor – Mark Holley:**

Assessor Mark handed the March 2023 Board of Review minutes to the Clerk. There were 11 Veteran Exemptions this year, and only three people appealed. We are equalized, and the County has given us the go ahead. This is our audit year. We are in good shape.

The County has released the Ag Study to be started on, so Mark will be working on Ovid Township.

**\*Public Comments:**

None

**Board Comments:**

Supervisor Jennings asked about the timer for the outside lights. Treasurer Nancy commented she spoke with Andy from Wirostek, and he will talk about it the next time he is at the Hall working.

Clerk Claudia and Assessor Mark discussed his March bill for Board of Review and the maps. Our Auditors like things broken down specifically for Ovid Township. Claudia wondered if the bill could be broken down more. Board discussion with Mark. He also explained how the maps are done. We thought they came from the County. Clerk Claudia commented she would pull last year's bill and see why it was paid in May.

Supervisor Jennings adjourned the meeting at 5:07 p.m.

Claudia Barrett Pluger, Clerk