



OVID TOWNSHIP

ADMINISTRATIVE OFFICES

1015 Baese Court, P.O. Box 136
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SUPERVISOR: Jennings C. West
CLERK: Claudia Barrett Pluger
TREASURER: Nancy J. Hughson

TRUSTEES: Patricia Hibbard
Arlene Pesik

PROPOSED MINUTES OF OVID TOWNSHIP BOARD MEETING – SEPTEMBER 9, 2021

The regular board meeting of the Ovid Township Board was called to order at 7 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 and Trustee Arlene Pesik

ABSENT:

None.

ALSO PRESENT:

Steven Kirinovic, CPA, Maner Costerisan; Marshall Baker, Maximum Pride Lawn Care; Doug Steffen, Managing Director, Clinton County Road Commission; Gail Watkins, Clinton County Road Commission and Clinton Transit; MaLissa Schutt, Executive Director, Clinton Transit; Assessor Mark Holley

AGENDA:

Clerk Claudia commented she would like to add JJ's Excavating & Tree Services, stump grinding to the Agenda.

Moved by Trustee Arlene that we accept the Agenda with the addition mentioned, Seconded by Treasurer Nancy. All in favor, Motion carried.

PROPOSED MINUTES FROM AUGUST 12, 2021, BOARD MEETING:

Moved by Trustee Pat that we approve the August 12, 2021, minutes, Seconded by Trustee Arlene. All in favor, Motion carried.

TREASURER'S REPORT:

Treasurer Nancy supplied the Board with the August 2021 bank balances, along with the supporting bank statements and Michigan Class Statements as of August 31, 2021, as well as the corresponding bank reconciliations for each month's bank statement.

Huntington Bank Account Balances:

General Fund bank balance is \$426,054.44.

Delinquent Property Tax account balance is \$147.38.

Payroll account balance is \$3,059.92.

Michigan Class Investment account balances:

General Fund balance is \$.09.

Tax Account balance is \$0.00.

Emergency Services account balance is \$.03.

Mercantile Bank Emergency Services account is \$109,242.71.

Journey Federal Credit Union Balances:

Cemetery account balance is \$18,626.67.

Tax account balance is \$83,843.25.

Treasurer Nancy stated, as the summary sheet indicates, there's more money in the General Fund at Huntington National Bank and less in Michigan Class because we withdrew all the money from Michigan Class. The interest from Michigan Class was almost zero. We moved the money into the General Fund at Huntington, and the emergency services money into the Mercantile Bank Emergency Services Account.

Taxes are coming in steadily. Tuesday, September 14 at 5 p.m. is the last day for summer taxes. After that, there's an interest fee.

Moved by Trustee Pat that we accept the Treasurer's report, as submitted, bank statements, and all reconciliations included for review, subject to audit,

Seconded by Trustee Arlene. All in favor, Motion carried.

AMEND AND APPROVE BUDGET:

Clerk Claudia said we need to amend the budget for cemetery repairs and maintenance for all the tree work and clean-up that is being done there.

Moved by Clerk Claudia to transfer \$4,650 from unallocated funds to GL # 209-567-934, Cemetery Repairs & Maintenance, Seconded by Trustee Pat. All in favor, Motion carried.

CLERK/BILLS - FOR APPROVAL:

Clerk Claudia supplied the Board with the Balance Sheets for each account, the Revenue and Expenditure Report ending August 31, 2021, and the Check Disbursement Report for approval from the following banks:

Huntington Bank - Payroll Check Numbers 316-322, Regular Check Numbers 10952-10968 and EFTs, for approval.

Mercantile Bank – Emergency Services – Check Number 1049, \$44.05.

Journey Federal Credit Union – Cemetery – Check Numbers 1006-1008, \$4,715.

The total of the three bank accounts for approval is \$22,949.44.

Moved by Trustee Pat to accept the Clerk's check disbursement report for payment of all invoices, Seconded by Treasurer Nancy. All in favor, Motion carried.

NEW BUSINESS:

Steven R. Kirinovic, CPA, Maner Costerisan:

Mr. Steven Kirinovic of Maner Costerisan supplied Board Members with the bound 2021 Audit report. He went through our Report on Financial Statements and touched on some of the financial highlights. First in the audit is the Independent Auditor's Report to the Board of Trustees of Ovid Township, which states the opinion of Maner Costerisan. Their opinion is what they call a good, clean, unmodified opinion, which means everything is in accordance with generally accepted accounting principles, which is what the State of Michigan Treasury Department wants to see. Steve commented this is the best possible opinion.

Revenues and Expenditures were down this year, possibly some due to COVID.

The hall couldn't be rented. We did receive more than expected in State Revenue funds. Our fund balance is very healthy. Steve stated there was no internal control letter with comments or recommendations. Everything is good. He said Nancy and Claudia have good systems and processes in place.

Moved by Clerk Claudia to accept the 2021 Audit as presented, Seconded by Trustee Arlene. All in favor, Motion carried.

Doug Steffen, Managing Director, Clinton County Road Commission:

Doug congratulated Supervisor Jennings on his new position, and he's looking forward to working with him again.

Doug commented he had a chance to look at some of the road projects that have already been completed in our Township. The chip sealing looks very nice. The centerline pavement markings are down. The edges will be coming soon. It has been a tough year with paint and supplies. The gravel contractor is a little behind schedule. They are having some supply and delivery issues as well. The Road Commission is closely monitoring that. Ovid Township has about seven (7) thousand tons of gravel to be put down yet this year for our gravel road projects. They would like to bid gravel out earlier this year, if we know our road budget and what roads we need to do for next year.

The Road Commission's new building project is moving along. They are working with the County to bond on their behalf to construct a new maintenance facility, a new truck parking garage and new offices. The bonding has not been finalized. They will meet next week with the County.

Board members asked some questions. Doug Steffen and Gail Watkins were able to answer the questions.

MaLissa Schutt, Executive Director, Clinton Transit:

MaLissa Schutt introduced herself, and stated she became a part of the team in July of 2019. There are a lot of changes happening in Clinton Transit. She shared with the Board what some of the upcoming changes are. She commented on different fares, and stated the fares are fair. She plans to come back and talk to us in a couple months when everything is in place.

Ovid Township L-4029:

Moved by Clerk Claudia that we approve the L-4029 for Ovid Township, Seconded by Treasurer Nancy. All in favor, Motion carried.

Cyber & Privacy Liability Insurance - \$820:

Clerk Claudia commented when Jon Johnson from Burnham & Flower Insurance Group was here last month, he left us with some documents regarding Cyber security and risks. We told him we would discuss this, and get back with him. Board discussion.

Moved by Trustee Pat that we purchase Cyber Insurance, as presented by Mr. Johnson, Seconded by Clerk Claudia. All in favor, Motion carried.

Security Cameras – 2 more cameras + installing the wires - \$820:

Clerk Claudia stated New Look Computer & Data quoted us \$820 for purchase of two more cameras, wires and installation. Board discussion.

At this time the Board decided not to purchase two more cameras, but would like the one camera moved to the other side of the building facing the Fire Hall.

Hall Rental of August 14, 2021:

Clerk Claudia stated we had another messy rental incident, and passed the pictures around for everyone to see. Treasurer Nancy explained the phone call she received from the renter stating an iPad was left at the Hall. She came back to the Hall and found the iPad in the middle storage room. The floor and conference room chairs were dirty and sticky. Something had been spilled on the base of the chairs. Nancy's shoes literally stuck to the floor. The renter insisted no one had been in that room even though that's where the iPad was found. The cleaning gal said she found more dirty chairs. She thought the substance was like caramel. According to our violations and charges sheet, we are charging \$35 for the dirty floor. Nancy cleaned the blue chairs, and then we pay the cleaning company. Board discussion.

Moved by Trustee Pat that we withhold a total of \$110 from the security deposit, based on the pictures, discussion, and normal fees, Seconded by Clerk Claudia. All in favor,

Motion carried.

JJ's Excavating & Tree Services - Stump Grinding & Clean Up - \$500:

Clerk Claudia spoke with Kyle Jones at JJ's Excavating & Tree Services. He does do stump grinding and removal. He measured the stump. It would be \$250 for the stump grinding, and \$250 for clean up.

Marshall Baker from Maximum Pride Lawn Care commented how much work is involved grinding that big of a tree stump and the clean up of it. Board discussion.

Moved by Trustee Pat that we pay the \$500 for stump grinding and clean up,

Seconded by Trustee Arlene. All in favor, Motion carried.

UNFINISHED/UPDATED BUSINESS:

Treasurer Nancy commented we are still working on the Hall roof situation. An engineer is coming on the 27th to look at the roof because the adjuster does not agree that we need a complete roof fix. The adjuster wants to do piecemeal, just replace here and there. We may need to call Jon Johnson. We'll see what the engineer says.

REPORTS:

Assessor Mark Holley:

Assessor Mark commented Kam couldn't be here because he has a budget meeting.

Assessor Mark officially handed over the July Board of Review minutes to the Clerk. He also had a check for \$150 for a land split.

The reappraisal of the south tiers of the Township will be started within two weeks. The goal is to get that all done before the snow flies. We will be in good shape for next year's audit.

Library - Treasurer Nancy Hughson:

Treasurer Nancy supplied the Board with documents from their August 11 meeting, which were the Library Board Meeting minutes of July 21, 2021, and the August 2021 Librarian's Report. Also in our packets are the July 2021 statistics sheet and July and August 2021 expense trackers for our review.

They did hire a high school student to work in the Library. All of the computers are being cleaned up so they operate better. Years ago Maron's donated a picnic table, and, apparently, the name was spelled wrong on the plaque. They are working on getting that corrected. Sharry was off until August 31st on unpaid leave. She called Eric late that night, and told him she was going to retire. It has been hard for her since her husband passed away.

OMESA - Treasurer Nancy Hughson:

Treasurer Nancy said there wasn't a lot to report. The new Treasurer, Greg Palen, was at the August 24th meeting. He is working on figuring out the programs. The millage was discussed. It expires in 2023, so it needs to be on next year's ballot. They were discussing whether to leave it like it is with each Township and the City, or to have OMESA take it over. For our Township we have to pay CAASA, so that money has to come to us. They also talked about raising the millage.

CAASA -

Supervisor Jennings said they are checking into vinyl flooring for the office. The carpet that is there needs to be taken out. They voted to put the third ambulance on to transport people from hospitals and nursing homes. They have received a lot of calls for that. They are wanting to hire a third administrator.

***Public Comments:**

Marshall Baker from Maximum Pride Lawn Care spoke regarding his work at the Township and South Ovid Cemetery. He takes great pride in his work, he stated, is why it is called Maximum Pride. The Board expressed to him how great everything looks. We have had so many compliments on how nice South Ovid Cemetery looks. People are very pleased. He talked about chemicals and spraying and getting a license. Board discussion with him.

Board Comments:

None.

Adjournment:

Supervisor Jennings adjourned the meeting at 8:41 p.m.

Claudia Barrett Pluger, Clerk