



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 MEETING – FEBRUARY 2, 2023

The Budget meeting of the Ovid Township Board was called to order at 1:01 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:

None.

AGENDA:

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

NEW BUSINESS:

DRAFT 2023-2024 Budget Preparation:

The Board discussed the proposed 2023-2024 budget going line by line and discussing each GL number and the amount to be budgeted for each line item. Salaries were also discussed and will be adjusted as was suggested.

2023-2024 Board Meeting Dates:

Board discussion.

Moved by Clerk Claudia that we continue to have our Board meetings the second Thursday of each month at 7 p.m., Seconded by Trustee Pat.

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.

***Public Comments:**

None.

Board Comments:

None.

Adjournment:

Moved by Trustee Pat that we adjourn the meeting, Seconded by Treasurer Nancy.

All in favor, Motion carried.

Supervisor Jennings adjourned the meeting at 2:05 p.m.

Claudia Barrett Pluger, Clerk



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 BOARD MEETING – FEBRUARY 9, 2023

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, Trustee Arlene Pesik

ALSO PRESENT:

Mark Holley, David Galesk

AGENDA:

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

PROPOSED MINUTES FROM JANUARY 19, 2023, BOARD MEETING:

Moved by Trustee Pat to approve the January 19, 2023, minutes, as submitted, Seconded by Trustee Arlene. All in favor, Motion carried.

TREASURER'S REPORT:

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

Huntington Bank Account Balances:

General Fund bank balance is \$382,065.80.

Payroll account balance is \$2,781.54.

Delinquent Property Tax account balance is \$139.59.

Mercantile Bank Emergency Services account is \$241,872.33.

Mercantile ARPA Account is \$234,371.00.

Journey Federal Credit Union Balances:

Tax account balance is \$456,979.23.

Cemetery account balance is \$5,693.14.

Treasurer Nancy included the 2022 tax recap of what has been collected up to this point. There are two more disbursements before the end of tax season, which is February 28 at 5 o'clock. There is still quite a bit of tax money owed.

Treasurer Nancy stated she had to order checks and deposit slips for the tax account. The bank took the amount for these out of the tax account. A check from the General Fund was written to reimburse the Treasurer's tax account.

Moved by Trustee Pat to accept 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 # 101-253-740, Other Expenses/Treasurer, \$385.30 and GL # 101-247-740 Other Expenses/Board of Review, \$388 for a total of \$773.30 from unallocated funds, Seconded by Trustee Arlene. 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 468-474; Preauthorized by policy and approval, Check Numbers 11210-11211; and Check Numbers 11212-11219.

Mercantile Bank – Emergency Services – Check Number 1077.

The total for approval is \$12,314.80.

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

UNFINISHED/UPDATED BUSINESS:

Township Hall Roof – Bids:

Supervisor Jennings reported we haven't received the bid yet from the last person that was on the roof looking at it.

Custom Heating and Plumbing – Furnace Inspection:

No update at this time. Clerk Claudia commented in March it will be one year since the furnaces were put in.

Michigan Par Plan Grant for Township Hall Lights – Inside & Outside:

Treasurer Nancy reported we did not get the grant from Michigan Par Plan for the lights. She stated she would like to see us go ahead with the lighting repairs using some of the ARPA Funds. Board discussion.

Treasurer Nancy discussed the bids she received, which were from Wirostek Lighting for \$8,196; Lenon Electric & Generator for \$6,490; Sparky's Electric for \$10,693 and Harris Electric for \$3,175. The guy from Wirostek Lighting stated there would be a rebate from Consumer's Energy to us. We've had these bids since November when we applied for the grant. We will have to check if there's a change in pricing. Board discussion regarding bids.

Moved by Trustee Pat that we go with Wirostek Lighting using ARPA funds, as long as the estimate is no more than five percent higher than their quote they gave us in November, which would be no more than \$8,606, Seconded by Treasurer Nancy.

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.

NEW BUSINESS:

January 29, 2023, Medina Hall Rental – Snow Plowing:

There was a mistake in the hall rental day, and the snow was not cleared. The situation was taken care of immediately when we got the call. Supervisor Jennings came over immediately and started clearing the sidewalk. The parking lot was plowed in less than 30 minutes. The renters had been in the hall the day before setting everything up. Board discussion.

Moved by Trustee Pat that we return their hall deposit of \$250 and not reduce the cost of the rental, Seconded by Treasurer Nancy.

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.

Applied Innovation – \$30/month for 2 HP LaserJet 4250 Printers:

Board discussion regarding the MOS Contract we're cancelling and using the Xerox machine we have as long as it works and we have cartridges. Applied Innovation does not service Xerox. They do service HP printers, which the Clerk and Treasurer have. Moved by Trustee Pat that we go with Applied Innovation for \$30 a month for the two HP LaserJet printers, Seconded by Trustee Arlene. All in favor, Motion carried.

Mole Assassin/Ed Buchmayer – \$175/Traps:

Board discussion regarding the removal of the moles and the cost. A suggestion was made to spread lime on the lawn or grub control. Another suggestion was add grub control to the mowing contract. Assessor Mark offered to spread the lime with Supervisor Jennings help. Mark will check into the price of lime and report on it next month. Clerk Claudia commented we would need a Certificate of Liability Insurance from whoever does this to show Ovid Township is covered.

MMTA – Treasurer's Zoom Classes:

Moved by Clerk Claudia that we approve the MMTA Zoom classes for the Treasurer, Seconded by Trustee Pat. All in favor, Motion carried.

MAMC – Clerk's Conference – June 14-16 or June 12-16, 2023:

Clerk Claudia commented she wasn't sure she wanted to go to what's called Boot Camp, which is June 12 and 13. It depends on how much information there is regarding Elections and the new proposal, Proposal 22-2.

Moved by Trustee Pat that we approve June 12-16 for the MAMC Clerk's Conference, Seconded by Treasurer Nancy. All in favor, Motion carried.

REPORTS:

Library – Trustee Patricia Hibbard:

Trustee Pat supplied the Board with the December 21, 2022, Board meeting minutes, along with the financials, the January 2023 Statistics sheet and the January Librarian's Report. Trustee Pat suggested they should have an accounting software program because all they have are these spread sheets, and all the reports have to be done manually. They don't want to spend the money for it, but Susan will check into some basic ones hoping for a reasonable cost.

OMESA – Treasurer Nancy Hughson:

Treasurer Nancy commented the auditors have all the documents. That is why last month's documents are not in our packets. The Board approved the purchase of general ledger and accounts payable from BS&A. It will be the Cloud. They are working on the audit for 2022.

CAASA – Supervisor Jennings West:

Supervisor Jennings reported Clinton Area Ambulance has their new ambulance. They will be getting the State and Federal numbers put on it. It was almost \$27,000. They have four ambulances running right now, and the new one will be the fifth.

Assessor – Mark Holley:

Assessor Mark commented the tax roll is all set. We turned in for preliminary equalization on Wednesday, and we're good to go. They cleared all of our numbers. The Notices should be arriving in people's mailboxes within the next few days. Everybody had a five percent increase in taxable, so everybody's taxes will go up at least five percent. There wasn't any major changes in SEV amounts. Everything is looking good for Board of Review. People can appeal by mail or by email. People do not have to come in person, but they do have to get the appeal to us before we start Board of Review.

***Public Comments:**

Mr. Galesk asked when the Board of Review dates were.

Board Comments:

Clerk Claudia stated she sent everyone an email regarding the Annual Ovid Township meeting with the Road Commission on March 9 at 10:40 a.m. No one has responded to the email, and the Road Commission would like to know how many plan to come to that meeting.

Clerk Claudia commented we also discussed updating our hall policy, and she printed some other township hall rental information for guidance. She wondered if anyone else has done any research. None at this time. Board discussion.

Adjournment:

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

Supervisor Jennings adjourned the meeting at 8:04 p.m.

Claudia Barrett Pluger, Clerk