

# OID TOWNSHIP

## ADMINISTRATIVE OFFICES

**APPROVED**

1015 Baese Court, P.O. Box 136  
Ovid, Michigan 48866  
Tx: (989) 834-2838  
Fax: (989) 834-2710

SUPERVISOR: Gregory C. Palen  
CLERK: Claudia Barrett Pluger  
TREASURER: Nancy J. Hughson

TRUSTEES: Arlene Pesik  
Jennings West

### **PROPOSED MINUTES OF OVID TOWNSHIP MEETING - SEPTEMBER 12, 2019**

The regular meeting of the Ovid Township Board was called to order at 7 p.m. by Supervisor Palen with Pledge to the Flag.

#### **MEMBERS PRESENT:**

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

#### **ALSO PRESENT:**

Steven Kirinovic - Maner Costerisan, Bob Meredith, Steve & Deb Shaughnessy, Mike & Diane Dowler, Kam Washburn, Mark Holley, Ed Tyler,

#### **AGENDA:**

Agenda reviewed by Board. Moved by Nancy to approve the agenda as presented, Seconded by Arlene. All in favor, Motion carried.

#### **PROPOSED REGULAR MEETING MINUTES OF AUGUST 8, 2019:**

Proposed meeting minutes reviewed by Board. Moved by Arlene that we approve the minutes as printed, Seconded by Jennings. All in favor, Motion carried.

#### **TREASURER'S REPORT:**

August, 2019, the following are the bank balances, along with the supporting bank statements and Michigan Class statements. Also included are Bank Reconciliations for the Emergency Services fund, the Tax fund, Michigan Class EMS fund and the Michigan Class Tax fund, and Delinquent Property Tax account.  
Huntington Bank Account balances:

General Fund bank balance is \$137,835.86

Tax account bank balance is \$60,073.23

Delinquent Property Tax account balance is \$267.01

Payroll Account - \$6,795.82

Michigan Class investment account balances:

General Fund is \$218,400.83

Tax Account is zero

Emergency Services is \$46,196.67

Mercantile Bank Emergency Services Account is \$1,096.93

Nancy commented to Steve Kirinovic that the bank is charging us a fee in the Tax account if we fall below a certain balance every month and a fee per check. Discussion regarding this and what possibly could be done. Nancy will check into some other options.

Moved by Supervisor Palen that we accept the Treasurer's report, bank statements and reconciliations that the Board has reviewed, and place these on file for future audit, Seconded by Jennings. All in favor, Motion carried.

#### **AMEND & APPROVE BUDGET:**

Clerk stated we need to make one budget adjustment for training classes, BS&A.

Moved by Claudia that we move \$1,040 from unallocated funds to GL # 101-299-824, Training Classes, Seconded by Nancy. All in favor, Motion carried.

#### **CLERK/BILLS - FOR APPROVAL:**

Claudia presented the Check Disbursement Report for approval, the Revenue and Expenditure Report for review, Balance Sheets ending August 31, 2019, for all Funds, and Bank Reconciliations for the Payroll Fund and Michigan Class General Fund for approval. Claudia said the General Fund didn't reconcile. The unreconciled difference is the exact amount of a Journal Entry done, per the Auditors. This should be cleared up by next month. Claudia also stated we did not need to create a new payroll fund as we had been advised, so the 901 fund number will not be used. GL numbers created with this number have been deleted with the direction of BS&A.

Discussion regarding the Cemetery and whether we had received the money and all records, and how to proceed. Nancy stated there was a CD that comes due in December. She thought it would be best to put it into Michigan Class. Supervisor Palen questioned if we had to have a separate account. Claudia stated we have to keep the Cemetery separate, and have already created the new GL numbers in BS&A. We need to open a bank account, once we have the funds, to tie these numbers into. Mr. Kirinovic commented the Cemetery has to have a separate fund in the General Ledger, and a separate bank account.

For approval – Huntington Bank, Check numbers 10474-10493, Payroll Check numbers 101-108, and payroll tax (EFT), totaling \$28,402; Mercantile Bank, Emergency Services, Check number 1022 totaling \$39.65.

Moved by Arlene that we accept the Clerk's report authorizing payment of all checks,

as stated, from Huntington Bank for \$28,402 and Mercantile Bank for \$39.65, and approve the Payroll and Michigan Class Bank Reconciliations, Seconded by Jennings. All in favor, Motion carried.

### **NEW BUSINESS:**

#### **New Phone Numbers from DayStarr for Clerk and Treasurer -**

Supervisor Palen stated we have switched our phone service to DayStarr Communications. The Clerk's direct number is (989) 834-4830. The Treasurer's direct number is (989) 834-4831. The Supervisor's cell number is (989) 277-6031. With the new system, Nancy and Claudia can send calls directly to the Supervisor's cell phone. The main number (989) 834-2838 is still active. Nancy stated it also rings into our cell phones when a call comes in.

#### **Steven Kirinovic, Maner Costerisan -**

Mr. Steven Kirinovic went over the Audit, their opinion on our financial statements, and letters to the Board, as has been done in previous years. Steve stated that the financial report is consistent with what has been seen in the past. He commented that everything is in accordance with generally accepted accounting principles, which is exactly what the Treasury Department wants to see. Steve commented on the Internal Control letter, and stated how hard Nancy and Claudia have worked to clear up past issues.

Supervisor Palen questioned if we need to create three separate budgets, General Fund, Emergency Services and Cemetery. Steve confirmed all three budgets.

Moved by Claudia that we accept the March 31, 2019, Ovid Township Audit, pending final review of the journal entries and trial balances, Seconded by Arlene. All in favor, Motion carried.

#### **Laptop for Treasurer -**

Discussion regarding laptop for Treasurer. Nancy receives so many calls at home after hours and on weekends from people wanting to know how much their taxes are or if they've paid past taxes, et cetera.

We did receive estimates from Jason at New Look Computer, Maner Costerisan and I.T. Right for laptops. The prices ranged from \$1500 to \$2100. We did budget for this. Nancy will do further research on what would be best for her. Jennings wondered if there was enough in the budget for a laptop for the Clerk, which there is.

Moved by Supervisor Palen that we go forward with the purchase of a laptop for the Treasurer, Seconded by Claudia. All in favor, Motion carried.

#### **Drop Box -**

There have been issues with snow getting in the drop box. Papers and envelopes that are dropped in the drop box have been falling through. Jennings put his time sheet in, and it fell right through. Election envelopes have fallen through too. Someone dropped their

tax envelope with their check in there, and it was found over a month later on the ground at the Dollar General store. Discussion regarding getting a new one or trying to seal the current one with tape. Supervisor Palen will get some stove tape and see if that works.

### **Shredder -**

The shredder has not been working properly, jams up and doesn't shred, makes a terrible noise. Board discussed options of purchasing a new one or trying to get the current one fixed. This was tabled until next month so we could check on our options.

### **November 2019 Board Meeting -**

Discussion changing the November date again. We had changed it to November 21 last month. The CCTOA Meeting is November 21 at the Road Commission.

Moved by Claudia to change the November date to Friday, November 22 at 7 p.m.,  
Seconded by Arlene. All in favor, Motion carried.

### **March 2020 Board Meeting -**

Nancy will be gone during our March 2020 meeting. Since everything needs to be finalized for the new budget year, it would be best to have the entire Board present.  
Discussion on dates.

Moved by Claudia to move the March meeting to March 26 at 7 p.m., Seconded by Nancy.  
All in favor, Motion carried.

### **Ed Tyler, Spark of Marketing -**

Ed explained they're in the process of getting their own DNS servers. They are just waiting on the WiFi at the station to come in. Everything will be in-house, so he won't have to be dealing with an 800# anymore for help. He talked about our website and the contract renewal date coming up in November. He apologized for not keeping the website up. He will be discounting a bill for us. He's also in the process of putting everything into a new program, updating and taking out old documentation. This new program goes to tablet form and also all the smart phones. It formats everything all over as in one. He's looking forward to this new process, and says it will be much better. Everything will transfer over.

Ed also stated with the Election year coming up, he can provide signs, banners, brochures or anything that might be needed for those running again or new.

### **Assessor Resignation -**

Assessor Diane Dowler announced her resignation as of October 1, 2019. She thanked everyone on the Board. She said it has been a wonderful community to serve in.

Moved by Supervisor Palen to accept Assessor Dowler's resignation with regrets,  
Seconded by Arlene. All in favor, Motion carried.

Supervisor Palen explained the procedure recommended for hiring a new assessor, which is to consider three applicants for the position if possible.

Mark Holley presented his Resume to each Board member at this point for their review.

### **UNFINISHED BUSINESS:**

Supervisor Palen commented to Bob Meredith that he drove around to observe the neighborhood dogs. He said they were outside every time he went by. They barked a couple times at him he commented. They didn't leave the yard.

### **South Ovid Cemetery - South Ovid Cemetery.**

#### **Ovid Township, Clinton County, Cemetery Ordinance, Ordinance No. 2019-02:**

Supervisor Palen stated, to complete things, we need a Roll Call vote on our Cemetery Ordinance.

Roll call vote was as follows:

Trustee Jennings West, "Yes."

Trustee Arlene Pesik, "Yes."

Treasurer Nancy J. Hughson, "Yes."

Clerk Claudia Barrett Plugger, "Yes."

Supervisor Gregory C. Palen, "Yes."

Everyone present. Ordinance Adopted.

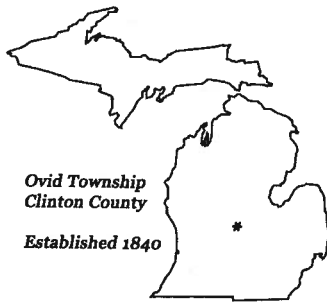
### **Frontier Communications Settlement -**

Claudia said Frontier Communications sent us a bill for \$1,804. In talking with Frontier and their managers for two hours, they agreed to settle for \$570. The phone bill that was still owed was \$230.73, which is included in the \$570, so this is a good settlement. The difference we pay to settle is \$339.27.

Moved by Claudia to pay the \$570 settlement agreement, which includes our last phone bill of \$230.73, Seconded by Jennings. All in favor, Motion carried.

**Adjournment:** Supervisor Palen adjourned the meeting at 9:35 p.m.

Claudia Barrett Plugger, Clerk



# **OVID TOWNSHIP**

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Jennings West

### **PROPOSED MINUTES OF OVID TOWNSHIP SPECIAL MEETING - SEPTEMBER 27, 2019**

The Special meeting of the Ovid Township Board was called to order at 10:04 a.m. by Supervisor Palen with Pledge to the Flag.

#### **MEMBERS PRESENT:**

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

#### **ALSO PRESENT:**

Deb Shaughnessy, Mark Holley

#### **AGENDA:**

Moved by Arlene to approve the agenda as presented, Seconded by Nancy. All in favor, Motion carried.

**Assessor Peggy Lidgard Interview - 10:05 - 10:25 a.m.**

**Assessor Mark Holley Interview - 10:43 a.m. - 11:06 a.m.**

**Assessor Aaron Desentz Interview - 11:06 - 11:27 a.m.**

Each assessor was interviewed by the Board.

After all interviews were conducted, the Board discussed each one.

Moved by Arlene that we hire Mark Holley as Ovid Township's new assessor, Seconded by Jennings.

Roll call vote was as follows:

Trustee Jennings West, "Yes."

Trustee Arlene Pesik, "Yes."

Treasurer Nancy J. Hughson, "Yes."

Clerk Claudia Barrett Pluger, "Yes."

Supervisor Gregory C. Palen, "Yes."

All in favor, Motion carried.

**PUBLIC COMMENTS:** None.

**BOARD COMMENTS:** None.

**Adjournment:** Supervisor Palen adjourned the meeting at 12:22 p.m.

Claudia Barrett Pluger, Clerk