



# **OVID TOWNSHIP**

## **ADMINISTRATIVE OFFICES**

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SUPERVISOR: Debbie Shaughnessy  
CLERK: Claudia Barrett Pluger  
TREASURER: Nancy J. Hughson

TRUSTEES: Patricia Hibbard  
Arlene Pesik

### **PROPOSED MINUTES OF OVID TOWNSHIP VIRTUAL/IN-PERSON BUDGET/REGULAR MEETING – THURSDAY, FEBRUARY 11, 2021**

The budget/regular meeting of the Ovid Township Board was called to order at 6 p.m. by the Supervisor with the Pledge to the Flag.

#### **MEMBERS PRESENT:**

Supervisor Debbie Shaughnessy, Clerk Claudia Barrett Pluger,  
Treasurer Nancy Hughson, Trustees Patricia Hibbard and Arlene Pesik

#### **ALSO PRESENT:**

Kam Washburn (6:40 p.m.), Mark Holley (7:15 p.m.)

#### **AGENDA:**

Moved by Trustee Pat to approve the agenda as written, Seconded by Trustee Arlene.  
All in favor, Motion carried.

#### **BUDGET PUBLIC MEETING OPENED – 6:04 p.m.**

#### **2021-2022 DRAFT BUDGET – PREPARATION**

Board discussion regarding the proposed budgets for 2021-2022, discussed different line items that needed adjusting, board meeting dates, and the Clinton County Road Commission projects for Ovid Township. Changes will be made, and the budget will be finalized at the March meeting with any additional changes.

#### **OVID TOWNSHIP MEETING DATES FOR 2021-2022:**

Board discussion regarding when to have our Board meetings going forward.  
Moved by Clerk Claudia that we continue to have our Township Board Meetings on the second Thursday of each month, Seconded by Trustee Pat. All in favor, Motion carried.

## **SALARY SCHEDULE:**

Board discussion regarding the salaries and deputy salaries, per diem. Discussion regarding the Clerk and Treasurer's deputies, and their duties and using BS&A. Supervisor Deb asked Clerk Claudia about a deputy. The Clerk responded it is on the agenda for the March meeting about Board members being used as deputies. More Board discussion regarding using Trustee Pat as a deputy.

Moved by Treasurer Nancy that we approve Trustee Pat to be Deputy Clerk, Seconded by Trustee Arlene.

Roll call vote was as follows:

Trustee Arlene Pesik – **Yes**

Trustee Patricia Hibbard – **Yes**

Treasurer Nancy Hughson – **Yes**

Supervisor Debbie Shaughnessy – **Yes**

Clerk Claudia Barrett Pluger – **Yes**

All in favor, Motion carried.

Salary discussion continued. Board also discussed a stipen for the Treasurer and Clerk for use of their cell phones for Township business. Trustee Pat wondered if it would be easier to raise the annual salary instead. Board discussed several options. We will check into this further and finalize the salary schedule in the March meeting.

## **\*PUBLIC COMMENTS**

None.

Supervisor Deb commented, for the record, there is no one from the public on the virtual meeting.

**BUDGET PUBLIC MEETING CLOSED – 7:05 p.m.**

## **PROPOSED MINUTES FROM JANUARY 14, 2021 VIRTUAL MEETING:**

Moved by Treasurer Nancy that we approve the January 14, 2021, virtual meeting minutes as presented, Seconded by Trustee Arlene. All in favor, Motion carried.

## **TREASURER'S REPORT:**

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

Huntington Bank Account Balances:

General Fund bank balance has \$118,014.22.

Delinquent Property Tax account balance has \$137.12.

Payroll account balance has \$5,050.64.

Michigan Class investment account balances:

General Fund has \$189,178.99.

Tax Account has \$0.00.

Emergency Services account has \$36,783.57.

Mercantile Bank Emergency Services Account has \$134,021.82.

Journey Federal Credit Union Balances:

Cemetery Account has \$19,096.82.

Tax Account has \$271,234.64.

Nancy presented us with the Quick Tax Disbursement document for Ovid Township from July 1st, 2020, when taxes started being collected, to February 11, 2021.

\$1,809,376.32 has been disbursed so far. Nancy stated there is still \$677,000 not paid.

Also included in the Board's packet is the Forfeiture List for Clinton County.

Moved by Trustee Pat that we approve the Treasurer's financial report, as presented, 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 stated we need to amend and approve some budget items, one is GL # 101-253-741 (\$200) for Treasurer's stamps and GL # 101-445-810 (\$675) for drains.

Moved by Clerk Claudia to amend and approve the budget for Treasurer's stamps, drains, and any other year-end budget amendments for our year-end audit, Seconded by Treasurer Nancy. All in favor, Motion carried.

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

Clerk Claudia presented, for review, the Fund Balance Sheets for the General Fund, Public Safety Fund, Cemetery Fund and Tax Fund; the Revenue and Expenditure Report ending January 31, 2021; and the Check Disbursement Reports for approval.

For Approval – Huntington Bank and Mercantile Bank Emergency Services – Huntington Bank – Payroll Check Numbers 255-261, Regular Check Numbers 10857-10871 and State of Michigan EFT, totaling \$14,529.22.

Mercantile Bank Emergency Services – Check Number 1040 totaling \$44.04.

The total of both accounts is \$14,573.26.

Moved by Treasurer Nancy to approve the Clerk's check disbursement reports for payment of all checks from Huntington Bank and Mercantile Bank totaling \$14,573.26, Seconded by Trustee Arlene. All in favor, Motion carried.

#### **NEW BUSINESS:**

##### **Board of Review Nourishment – Training and March Board of Review:**

Supervisor Deb commented she felt we should serve the Board of Review members some nourishment since the required training is from 3 p.m to 7 p.m. on February 18th.

The Board discussed the new mandated training the Board of Review members have to take, and the upcoming Board of Review appeal dates in March that go from 3 p.m. to 9 p.m. on the first day, and from 9 a.m. to 3 p.m. on the second day.

Moved by Clerk Claudia that we provide nourishment for the Board of Review members mandated training class in February done virtually by MTA, and the two March Board of Review appeal dates, Seconded by Trustee Pat. All in favor, Motion carried.

**Mole Assassin – Edward Buchmayer:**

The Board discussed the mole problem we had last year and getting started earlier this year, if we have a problem again. The cost is a one-time fee of \$150 to set the traps for the year, and \$50 per mole caught.

Moved by Supervisor Deb to approve Ed Buchmayer, the Mole Assassin, to go ahead and put the traps down if we need to, Seconded by Trustee Pat. All in favor, Motion carried.

**VPN – I.T. Right:**

Treasurer Nancy explained how I.T. Right had loaded the BS&A tax program on her laptop when she got it, and she would back the program up on a flash drive and put it into her laptop and update it. According to I.T. Right, that is not the way to do it. We don't have the security at home like we do in the office. Installing the VPN software would allow us to log onto our office computers with our laptops, and they would be secure.

Moved by Trustee Pat to approve the \$780 for the VPN, Seconded by Trustee Arlene. All in favor, Motion carried.

**MMCA/IIMC May 9-13, 2021, 75th Annual Conference, Grand Rapids, Mi:**

Clerk Claudia explained the Michigan Municipal Clerk's Association (MMCA) will not be having their regular conference this year. Instead, the International Institute of Municipal Clerks (IIMC) will be having their 75th Annual Conference in Grand Rapids. Board discussion regarding this conference and costs. Supervisor Deb wondered if it would be beneficial to have the Deputy Clerk go also. Some of the classes will be on upcoming Election changes. One of our Michigan Bureau of Elections personnel will also be speaking. The housing is at the Amway Grand Plaza Hotel.

Moved by Clerk Claudia to approve the Clerk's Conference for her and the Deputy Clerk, Seconded by Supervisor Deb. All in favor, Motion carried.

**MTA Virtual Conference:**

Michigan Township Association will not be having an in-person conference again this year. They will be doing a Virtual Conference, which is \$159 per person. They will be offering several educational classes.

Moved by Supervisor Deb that we allow anyone on the Board to take these virtual classes, Seconded by Clerk Claudia. All in favor, Motion carried.  
Please let the Clerk know if you would like to attend.

**DRAFT South Ovid Cemetery Fee Schedule:**

The Board was supplied with a DRAFT Cemetery Fee Schedule. Treasurer Nancy wondered if anyone had done any checking on what other cemeteries charge. We are somewhat trying to follow Maple Grove. A lot of cemeteries have not updated their fees for a couple years. Board discussion.

Supervisor Deb wondered if we had been paid for the burial we did for McGeehan Funeral Homes, Keck-Coleman Chapel, which we have not. The burial of Mr. Gary VanOrsdol took place the first part of January. Nancy has called the funeral home several times and spoke with them concerning this.

We will table this fee schedule until the March meeting. This will give everyone more time to study the document and do more research.

**Resolution Number 2021-02 – CAASA New Ambulance:**

Supervisor Deb commented the bank is requiring Resolutions from all entities involved approving the purchase of a new ambulance.

Moved by Supervisor Deb that we approve Resolution Number 2021-02, Resolution to Authorize Clinton Area Ambulance Service Authority to Purchase and Finance an Ambulance, Seconded by Trustee Pat.

Roll call vote was as follows:

Trustee Arlene Pesik – **Yes**

Trustee Patricia Hibbard – **Yes**

Treasurer Nancy Hughson – **Yes**

Supervisor Debbie Shaughnessy – **Yes**

Clerk Claudia Barrett Pluger – **Yes**

All in favor, Motion carried.

Resolution Adopted.

**Resolution Number 2021-03 – Board of Review Resolution to Allow Local Residents to Protest in Writing:**

The Assessor explained because of COVID this year there may be some people who feel they can't go out in public. We do not want to be in a situation where somebody is denied the right to appeal, which would be a violation of State Law, so we are allowing residents to protest in writing. That has always been an option for non-residents.

Anybody can protest in writing now, or by email, as long as they do it before the Board meets.

Moved by Clerk Claudia that we approve Resolution Number 2021-03, Board of Review Resolution to Allow Local Residents to Protest in Writing, Seconded by Trustee Arlene.

Roll call vote was as follows:

Trustee Arlene Pesik – **Yes**

Trustee Patricia Hibbard – **Yes**

Treasurer Nancy Hughson – **Yes**

Supervisor Debbie Shaughnessy – **Yes**

Clerk Claudia Barrett Pluger – **Yes**

All in favor, Motion carried.

Resolution Adopted.

**Maximum Pride – Snow Plowing, February 2020 Missed billings:**

Maximum Pride, submitted bills that were beyond the fiscal year time period, and the Audit has been done. He does not submit his bills in a timely fashion. It was decided to table this until the March meeting.

**UNFINISHED BUSINESS:**

None.

**REPORTS:**

**Clinton County Commissioner – Kam Washburn:**

Kam extended his condolences to Arlene for her loss.

The County Emergency Operation Center (EOC) has been open for 338 days now. It has almost been one year since the EOC opened up. As of the February 10 call with the Health Department, there were 4,322 confirmed positive cases of COVID and 64 deaths. The good news is the positive cases have dropped significantly in our County. Unfortunately, we have not seen the same drop in deaths.

The County Board of Commissioners continue to meet virtually. It is still recommended that appointments be made if you have business to take care of at the Courthouse. Jury trials will resume maybe at the end of February. They are getting backlogged. Jury selection is still taking place at Smith Hall. The Chief Judge has to bring some personnel back to the Courthouse. Some will be able to still work remotely.

The problem with the vaccine is the lack of getting the vaccine. The vaccine is sent in containers of 9500. Our Health Department received three shipments, which covers Clinton, Gratiot and Montcalm Counties. There are around 180,000 people. Kam commented last week they received only 1800, and next week is even less. They are being told the first of March they should get double or triple the quantity they receive. No one understands why they're getting what they're getting or when they are going to get it. The National Guard is doing most of our nursing homes and adult foster care.

Marcus Cheatham, Mid-Michigan Health Department, is providing weekly YouTube updates on COVID and the vaccine, which has improved communication. The video can be accessed from the Clinton County website.

Supervisor Deb commented the Road Commission has been great with us. She had a meeting with MDOT, and they are going to amend the study they did on M-21 and Hollister Road to request a study on a flashing beacon light. This could take six months to a year. It was a very good meeting with them about that. There will be a meeting on Friday with MDOT, and the Road Commission is invited, on the flashing light that will be on a sign for the fire department.

**Assessor Mark Holley** – Mark commented the Board of Review members required training will be done virtually with MTA on February 18.

The Board of Review organizational meeting is scheduled for March 2nd at noon. The Board of Review will hear appeals on Tuesday, March 9th from 3 p.m. until 9 p.m. The second meeting will be Friday, March 12th from 9 a.m. until 3 p.m.

The change notices have gone to the printers, and then will be going out to our residents. Mark stated Ovid Township is equalized. Everything came out perfect. In the spring he will start to reappraise what is left to be done.

**Library – Treasurer Nancy:**

Treasurer Nancy supplied the Board with the Library Board Meeting minutes from November 11, 2020, and the Librarians's Reports of December 9, 2020 and January 13, 2021, expense trackers, and all other financial documents.

Nancy commented they are still limiting the number of people they are allowing in to use the computers. It seems to be working fine that way. Dalton Perrien was hired for snow removal.

**OMESA – Treasurer Nancy:**

Nancy commented it was a virtual meeting, and not much to report.

Supervisor Deb commented that she already spoke about the lights. The fire department will have to operate them. The pre-construction meeting is Friday virtually with MDOT.

**CAASA – Supervisor Deb:**

CAASA had their virtual meeting, and then had to have an additional meeting because of the ambulance. They had to have a special meeting just to vote to allow Journey Federal Credit Union to take the money from the checking account, and then reimburse the checking account once all the townships have their resolutions in for the ambulance.

Supervisor Deb will supply the Board with the updated documents, and what other townships and municipalities are giving extra towards the equipment, and we can decide what we want to do.

**\*Public Comments:**

None.

Supervisor Deb commented, for the record, there is no public on the video.

**Board Comments:**

Trustee Arlene thanked everyone for their cards and support during this time of loss of John. Everyone again expressed how sorry they are. John was a great man.

**Adjournment:** Supervisor Deb adjourned the meeting at 8:15 p.m.

Claudia Barrett Pluger, Clerk