



**OVID TOWNSHIP
ADMINISTRATIVE OFFICES**

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APPROVED

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

TRUSTEES: Arlene Pesik
Jennings West

PROPOSED MINUTES OF OVID TOWNSHIP MEETING - MAY 14, 2020

The regular meeting of the Ovid Township Board was called to order at 7:03 p.m. by Supervisor Palen with Pledge to the Flag.

MEMBERS PRESENT:

Supervisor Gregory Palen, Clerk Claudia Barrett Pluger, Treasurer Nancy Hughson, Trustees Arlene Pesik and Jennings West

ALSO PRESENT:

Deb Shaughnessy, Gayle Miller, Mark Holley, Harold Plattenberg, Patricia Hibbard, Marshall Baker/Maximum Pride

AGENDA:

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

Gayle Miller, Greater Laingsburg Recyclers:

Gayle Miller supplied us with a document entitled "Presentation to Townships." She talked about the Greater Laingsburg Recyclers and the benefits. She supplied the Clerk with a copy of the grant with all the information they are submitting for this grant, and who is contributing thus far. She was very helpful and answered all questions presented. Board discussion regarding this and funds available due to COVID-19.

Moved by Nancy that at this time we refrain from contributing to the Greater Laingsburg Recyclers, Seconded by Jennings. All in favor, Motion carried.

PROPOSED MINUTES OF MARCH 31, 2020 – TELECONFERENCE:

Proposed March 31, 2020, teleconference minutes reviewed by the Board. Moved by Nancy to approve the teleconference minutes from March 31, 2020, as presented, Seconded by Arlene. All in favor, Motion carried.

PROPOSED MINUTES OF FEBRUARY 13, 2020:

Moved by Arlene to approve the minutes from February 13, 2020, as written,
Seconded by Jennings. All in favor, Motion carried.

PROPOSED MINUTES OF FEBRUARY 13, 2020 – BUDGET MEETING:

Moved by Arlene to approve the Budget minutes from February 13, 2020, as written,
Seconded by Jennings. All in favor, Motion carried.

TREASURER’S REPORT:

Nancy presented the Board with the bank balances, along with the supporting bank statements and Michigan Class Statements for February, March, and April, 2020, as well as the corresponding Bank Reconciliations for each month’s bank statements.

FEBRUARY –

Huntington Bank Account Balances:

General Fund bank balance is \$172,893.12.

Tax account bank balance is \$408,404.45.

Delinquent Property Tax account balance is \$129.84.

Payroll account balance is \$17,579.11.

Michigan Class investment account balances:

General Fund is \$132,035.13.

Tax Account is \$278.35.

Emergency Services account is \$46,633.74.

Mercantile Bank Emergency Services Account is \$118,606.51.

Also included in Nancy’s packet is the Quick Tax Disbursement for Ovid Township from 07/01/19 through 03/02/20. It shows the total amount of money that came in, and where it has been disbursed.

Moved by Jennings that we accept the information from the Treasurer for February as presented, bank statements, and all reconciliations included for review, subject to audit,
Seconded by Arlene. All in favor, Motion carried.

MARCH –

Huntington Bank Account Balances:

General Fund bank balance is \$196,068.64.

Tax account bank balance is \$62,968.53.

Delinquent Property Tax account balance is \$129.84.

Payroll account balance is \$23,899.65.

Michigan Class investment account balances:

General Fund is \$132,197.01.

Tax Account is \$278.67.

Emergency Services account is \$36,687.69.

Mercantile Bank Emergency Services Account is \$8,366.56.

Moved by Arlene that we accept the Treasurer's report for March as presented, bank statements, and all reconciliations the Board reviewed, subject to audit, Seconded by Jennings. All in favor, Motion carried.

APRIL –

Huntington Bank Account Balances:

General Fund bank balance is \$231,691.61.

Tax account bank balance is \$1,561.61.

Delinquent Property Tax account balance is \$184.84.

Payroll account balance is \$22,442.16.

Michigan Class investment account balances:

General Fund is \$132,315.68.

Tax Account is \$.01.

Emergency Services account is \$36,720.65.

Mercantile Bank Emergency Services Account is \$48,106.03.

Nancy commented that \$1,000 is left in the Huntington Bank Tax Account. She will transfer the \$561.61 to General Fund, which is the interest.

Michigan Class Tax Account has a penny in it, which is interest.

Nancy commented she made a transfer when there was still a penny of interest there.

Moved by Arlene that we accept the Treasurer's report for April as presented, bank statements, and all reconciliations the Board reviewed, subject to audit, Seconded by Jennings. All in favor, Motion carried.

AMEND AND APPROVE BUDGET:

Clerk stated we need to make an adjustment to the Miscellaneous Expenses Fund for the Township Hall of \$72.80, GL #101-265-977. Dave Wyrick bought Flags for the South Ovid Cemetery, and we need to pay him from another fund since our Cemetery account isn't open yet, due to COVID restrictions. He is putting the Flags out, which is greatly appreciated. Board discussion.

Moved by Claudia that we transfer \$72.80 from unallocated funds to GL #101-265-977, Seconded by Arlene. All in favor, Motion carried.

CLERK/BILLS - FOR APPROVAL:

Claudia presented the Check Disbursement Report for approval, and the Revenue and Expenditure Report ending 04/30/2020 for review –

Huntington Bank, check numbers 10730-10748, payroll check numbers for

March 149-154 and 157-166, which includes Election Inspectors pay, payroll check numbers for April 167-171, all totaling \$24,939.81. Claudia stated the payroll checks

for February, 155 and 156, for Arlene and Jennings budget meeting, did not show on the Check Disbursement Report for approval. We should hold off on those two until BS&A can take care of that for us so our figures are accurate on the documents.

Arlene brought up the budget meeting, and her discussion with the Supervisor previously, which he thought they were salary, she commented. Board discussed the February budget meeting being the same day as the regular meeting and pay for Trustees. Supervisor Palen stated how trustees are treated goes back eight years ago to when they had their first budget meeting of the new Board. He also discussed Trustees being paid salary and their assigned responsibilities. He inquired of Nancy. She commented they were paid per meeting, not salary. Clerk stated in the past budget meetings that were the same day as the regular meeting, the Trustees submitted their signed Expense Voucher for one meeting only, which is also shown on their pay stubs. That's why they were paid one check for \$140 and not \$280. The reason they are now getting another check for \$140 is Arlene called one of the MTA Attorneys, and she said they told her they should be paid for that meeting also, which they will if the Board approves it. Discussion continued. For approval also is Mercantile Bank Emergency Services, check numbers 1029 and 1031, totaling \$83.69. Clerk stated that some vendors had more than one check because of the fiscal year ending March 31, 2020, and services that took place in March. Moved by Jennings to approve payment of the EFT'S and all checks, as written, from Huntington Bank and Mercantile Bank, Seconded by Arlene. All in favor, Motion carried.

NEW BUSINESS:

Resolution No. 2020-01, Clinton Area Ambulance Service Authority (CAASA) \$6 Per Capita for Fiscal Year 2020-2021 only:

Supervisor Palen commented we approved \$6 per capita for one year in our February Board meeting, and we need a resolution to fulfill the requirements of their Bylaws. Moved by Claudia to adopt Resolution No. 2020-01, Clinton Area Ambulance Service Authority (CAASA) \$6 per capita for fiscal year 2020-2021 only, Seconded by Arlene. Roll call vote was as follows *previously*:

Trustee Arlene Pesik – **Yes**

Trustee Jennings West – **Yes**

Treasurer Nancy Hughson – **Yes**

Supervisor Greg Palen – **Yes**

Clerk Claudia Barrett Pluger – **Yes**

All in favor, Motion carried. Declare that Resolution adopted.

Resolution No. 2020-02, Resolution to Establish Ovid Township Officers Pay:

Clerk stated in our Budget meeting we approved raising the Board of Review (1/2 day), Board Member Per Diem and Township Member at Large Per Diem to \$50 per meeting. Moved by Claudia to adopt Resolution No. 2020-02, Resolution to Establish Ovid Township Officers Pay, Seconded by Arlene.

Roll call vote was as follows:

Trustee Arlene Pesik – **Yes**
Trustee Jennings West – **Yes**
Treasurer Nancy Hughson – **Yes**
Supervisor Greg Palen – **Yes**
Clerk Claudia Barrett Pluger – **Yes**

All in favor, Motion carried. Declare that Resolution adopted.

**2020 Clinton County Road Commission Contracts (CCRC) including
Ovid Township Parking Lot:**

Supervisor Palen stated he prepared a document for us which summarizes all the projects that were suggested by the Road Commission. He drove around and looked at each of the road projects two different times. There are certain projects that have to be done yearly. Board discussion regarding all the road contracts and the parking lot, which has some huge cracks. There's also a bad culvert.

Jennings spoke with someone from the Road Commission, and they stated they would honor last year's contract amount since they were not able to get it done.

Moved by Claudia that we approve all 14 Contracts from CCRC, totaling \$226,219.57, which includes the parking lot at the amount of last year's quoted and signed contract of \$42,510, Seconded by Arlene.

Roll call vote was as follows:

Trustee Arlene Pesik – **Yes**
Trustee Jennings West – **Yes**
Treasurer Nancy Hughson – **Yes**
Supervisor Greg Palen – **Yes**
Clerk Claudia Barrett Pluger – **Yes**

All in favor, Motion carried.

The road contracts are as follows, and estimated cost share is around \$42,000:

- Chloride – two applications, \$25,973.50 (no cost share)
- Various local roads – Foliar Brush Spray, \$7,402.02
- Various local roads – Overband Crack Fill, \$5,983.20
- Various local roads – 500 ton spot gravel, \$6,430.00
- Birmingham Road – Faragher to Kinley – Regravel with 1200 ton of 23a mod gravel, \$12,590.75
- Harmon Road – Walker to Faragher – Regravel with 750 ton of 23a mod gravel, \$8,017.50
- Welter Road – St. Clair to Shepardsville – Regravel with 1500 ton of 23a mod gravel, \$15,435.00
- Welter Road – Shepardsville to Hollister (2.0 miles) – Regravel with 3000 ton of 23a mod gravel, \$30,270.00
- Faragher Road – From SB Harmon to Birmingham (.78 miles) – Regravel with 1200 ton of 23a mod gravel, \$12,640.75

- Wildcat Road – Shepardsville to Woodworth (1.51 miles) – Regravel with 2250 ton of 23a mod gravel, \$22,952.50
- Wildcat Road – Woodworth to Hollister (.50 miles) – Regravel with 750 ton of 23a mod gravel, \$8,017.50
- Upton Road – Walker to Kinley (1.06 miles) – Regravel with 1500 ton of 23a mod gravel, \$15,435.00
- Walker Road – East of Shepardsville – Replace bad 48” CM with 48” plastic pipe culvert, \$12,561.85
- Ovid Township Parking Lot – \$42,510 (no cost share)

New Hall Rental Guidelines:

Claudia stated this is a new hall rental contract and new guidelines for renters to follow. She asked for everyone to take it home to review and next month we could act on it.

Maner Costerisan Audit Agreement for March 31, 2020, 2021, and 2022:

Board reviewed and discussed the Audit Agreement. Supervisor Palen commented it will be interesting to see operational costs for this first full year without having a Hall payment.

Clerk stated also included behind our agreement is Ovid-Middlebury Emergency Service Authority’s Audit letter from Maner Costerisan, per Supervisor’s request. Moved by Supervisor Palen that we approve Nancy and Claudia signing Maner Costerisan’s Audit Agreement for years ending March 31, 2020; March 31, 2021, and March 31, 2022, Seconded by Arlene. All in favor, Motion carried.

Lawn Mowing Estimate – South Ovid Cemetery:

Clerk stated we have the one bid for mowing South Ovid Cemetery. It’s the same young man that has been doing it.

Moved by Claudia that we approve (Ben) Busy B’s bid of \$200 per mow for South Ovid Cemetery, Seconded by Arlene. All in favor, Motion carried.

Lawn Mowing Estimates – Township Hall:

Supervisor Palen commented we have two bids, one from Smith Lawnsapes and the other from Maximum Pride.

Moved by Nancy that we accept the bid from Maximum Pride Lawn Care for the Township Hall lawn care maintenance for this season, Seconded by Claudia.

All in favor, Motion carried.

Insurance Renewal:

Clerk commented our insurance is coming up for renewal. When we spoke with Jon Johnson from Burnham & Flower, he said we may want to consider purchasing cyber insurance. Nancy commented we might want to think about it with all the different things going on right now. Supervisor Palen questioned if we want to stay

with Burnham & Flower Insurance Company or should we shop around and get some bids. Clerk stated we don't really have time to check around since June is when the documents should be signed. The policy goes from August 1 to August 1 of the next year. Supervisor Palen stated maybe ask for bids for next year. He also commented he supports Claudia's thoughts, without a lot of research, it's not practical to switch right now, if that's okay with everyone. Jennings inquired if we needed to vote on it. Moved by Claudia that we continue our insurance with Burnham and Flower, Seconded by Supervisor Palen. All in favor, Motion carried.

Michigan Association of Municipal Clerks (MAMC) – Membership:

Clerk commented she would like to join the Michigan Association of Municipal Clerks. Nancy commented she really enjoys the Treasurer's conferences. Moved by Jennings that we approve for Claudia to join the MAMC, Seconded by Nancy. All in favor, Motion carried.

Lenon Electric – Outside Lights:

Clerk stated several outside lights are not working, including lights around the building. The one light by the Flagpole has been out a couple of years now. The lights pointing at the Township sign are down in the ground, and when there's snow, the lights do not work. Also, the light at the end of the parking lot goes on and off. It hasn't been working right for a while now. Lenon Electric has their own lift so one wouldn't have to be rented, which was quite an expense before.

Moved by Jennings that we call Lenon Electric to come and fix all the outside lights, Seconded by Claudia. All in favor, Motion carried.

Window Shields for Treasurer & Clerk/COVID-19:

Discussion regarding what we should or shouldn't do because of COVID-19. Nancy has been checking on Plexiglass costs. A lot of people will be coming through the Hall during tax season and Election time. MTA is offering suggestions too. Nancy will do more research and decide.

Laptop for Clerk:

The clerk has not purchased a laptop even though it was in the budget for last year. She could have worked from home during the COVID-19 shutdown if she had one. Claudia stated she hasn't really researched it other than the quotes we got before for Nancy's laptop. Supervisor Palen recommended getting a couple new quotes.

UNFINISHED BUSINESS:

2020 Census – Deb Shaughnessy:

Deb spoke with Linda Clark with the Census Bureau. Due to COVID-19 the Census Bureau is asking Congress to extend field data collection and responses to October 31st,

of this year. They will deliver the apportionment counts to the President by April 30th of 2021. Then the redistricting data would be given to the states by July 31st of 2021. Deb said all the branch offices should be opening back up June 1st. They will use the social distancing guidelines when they do the field operations. In a month Deb will check with Linda to see when field workers will begin going house-to-house. Harold Plattenberg said he got a call, so that's good news. They are getting back with people who have applied to do the work.

Deb said she sent the Board members an email with a map link where you can bring up states, townships, cities. They call it townships or towns, and you can get the rate of response when the community has done. Deb said it was really neat to be able to look this up. Michigan's state-wide average right now is 65.3 percent response rate. The City of Ovid's response rate is 70.2 percent. Clinton County is 73.6 percent. Ovid Township is 79.3 percent response rate. Linda said we're doing great. When Linda lets Deb know when they start going door-to-door, she would like to put something in the newspaper, since the Census has been delayed because of everything going on. It would be good to let our residents know someone may be coming to their door.

Security Cameras Update – Jennings:

Jennings commented some time ago he got a quote from someone but hasn't talked to him since.

Robert Meredith – Dog Complaint:

Supervisor Palen inquired if Merediths were home yet because he hadn't heard from Bob. Jennings thought they were still in Florida. Greg said he would like to talk to the neighbors again because he hasn't spoke with them in a while.

Public Comments:

None.

REPORTS:

Assessor Mark Holley – Mark stated since our last meeting was virtual, he wasn't able to submit the Board of Review minutes to the Clerk, which he did. There were two people that came to Board of Review to protest various things. There were ten Veteran's exemptions and one poverty exemption. Everything went very well with the Board of Review. No problems.

Mark completed the L4029 and submitted that to the Clerk. It's not due until August but since he had all the data for it, it is done.

Mark will probably not be doing any field work in the Township until the Fall again. He has been contracted to do the Ag Study for the County again this year, so he will be out working on the farms.

Word is the tax rates for taxable value probably will stay flat for next year or possibly even go down because the CPI is likely to decrease. If that's true, there probably won't be very many people coming to Board of Review next year.

Library – Nancy supplied us with the financial documents. The Audit letter for the Ovid Public Library from Maner Costerisan was also given to us.

The Library Board discussed reopening and what's required to reopen. They are following the libraries in Lansing to see what they are doing to reopen. There may be a period where people will request books and drive up to get them. When they are returned, they would be put in a tub and left for a period of time. They ordered two thermometers. Anybody who comes into the library will get their temperature taken. Eric was going to see about getting gloves. Sherry is going to get masks for the workers.

OMESA - Trustee Jennings reported the Board approved buying a commercial washer and dryer. Jennings thought it had been delivered. They were doing testing of the ladders and hoses for inspection. The fire hall will be paid off in December of 2022.

Supervisor Palen said the Jaws of Life is not in good condition. The pump is leaking, but it does work. That particular pump cannot be replaced.

Jennings stated a new Jaws of Life would cost \$48,000.

CAASA – Supervisor Palen commented one of the crew members thought the Board would approve combat pay during this pandemic, but it didn't happen at their April meeting. The only runs they are getting are risky ones. Most people are staying home. They were trying to come up with some kind of bonus pay. Lee Thelen has collected several thousand dollars from good will donations for the ambulance service. A suggestion was made that anything they come up with like that should be given to the crews since their work right now is pretty tense.

The main thing they are working on right now is there are two grant applications in to replace the cots. They need three cots because they have three ambulance rigs. They are waiting on the City of St. Johns to appoint someone else to be on the Board.

Board Comments:

Clerk stated she has a copy of the Open Meetings Act Handbook if anyone is interested in reading it. Clerk stated we have been following the Open Meetings Act during these unprecedented times.

Adjournment: Supervisor Palen adjourned the meeting at 9:05 p.m.

Claudia Barrett Pluger, Clerk