



# OID TOWNSHIP

## ADMINISTRATIVE OFFICES

# APPROVED

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

TRUSTEES: Arlene Pesik  
Jennings West

### **PROPOSED MINUTES OF OVID TOWNSHIP MEETING - AUGUST 8, 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:**

Bob Meredith, Deb Shaughnessy, Mike & Diane Dowler, Don Herrington, Dave Wyrick

#### **AGENDA:**

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

#### **PROPOSED REGULAR MEETING MINUTES OF JULY 11, 2019:**

Proposed meeting minutes reviewed by Board. Moved by Jennings that we approve the July 11, 2019, minutes as printed, Seconded by Nancy. All in favor, Motion carried.

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

July, 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 \$154,835.86

Tax account bank balance is \$60,025.47

Delinquent Property Tax account balance is \$267.01

Payroll Account - \$7,000

Michigan Class investment account balances:

General Fund is \$217,989.35

Tax Account is zero

Emergency Services is \$46,109.63

Mercantile Bank Emergency Services Account is \$1,142.49

There is still some money in the Delinquent Property Tax account from when Casie was Treasurer, and we don't know exactly where that was supposed to go.

Nancy said the bank is starting to charge us a fee in the Tax account if we fall below a certain balance every month, which is \$7,500. We will fall below that because of disbursements. It is an interest-bearing account. We could transfer from the General Fund to that account and let it just sit there to avoid any fees. There is \$1,000 in there already. Board discussion regarding this account, and the interest we make with Michigan Class. Nancy will compare the fees and the interest from Michigan Class, and then we will make a decision as to what to do regarding this account.

We will discuss it with the Auditors too.

It was explained to the Board that for Audit purposes and segregation of duties that the Board review and approve all bank statements, the deposits and other credits, checks and other debits, as well as Michigan Class statements, and the Bank Reconciliations done by the Treasurer and the Clerk.

Moved by Greg that we note for the record that the Board has reviewed all the bank statements and bank reconciliations done by the Treasurer and move to approve these, Seconded by Arlene. All in favor, Motion carried.

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

Clerk stated we need to make some budget adjustments and create a new fund for payroll as shown on the agenda. Extensive board discussion on the payroll account and moving the funds over since they have already been allocated. Clerk will talk with BS&A for assistance in going forward with this transfer of money between funds in setting up the new payroll fund with the proper amounts left in this budget year.

Moved by Supervisor that following the format of the estimated transfers required, as shown on the agenda, we'll do a calculation to determine the necessary amount for the remaining year, and the transfers will come from the existing line items that move it from the 101 Fund to the 901 payroll fund, and make the other adjustments to the budget as follows:

Move \$200 from unallocated funds to GL # 205-336-703, Member at Large, GL # 101-000-996, Transfer Out, \$7,000, for new payroll account, Fund #901,

GL # 901-101-862, Payroll Tax-Soc. Sec. & Med;  
GL # 901-101-863, Payroll Expenses-State; GL # 901-165-702, Trustees;  
GL # 901-171-702, Supervisor; GL # 901-171-703, Deputy; GL # 901-215-702, Clerk;  
GL # 901-215-703, Deputy; GL # 901-247-702, BOR; GL # 901-253-702, Treasurer;  
GL # 901-253-703, Deputy; GL # 901-253-819, Board Member at Large-Library;  
GL # 901-253-815, Member at Large-Library; GL # 901-257-702, Assessor; and  
GL # 901-262-702, Election Inspectors,  
Seconded by Arlene. All in favor, Motion carried.

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

Claudia presented the Check Disbursement Report for approval, the Revenue and Expenditure Report for review and Bank Reconciliations for the General Fund and Michigan Class for the General Fund for approval.

For approval – Huntington Bank, Check numbers 10442-10473 and payroll tax (EFT) totaling \$23,089.53; Mercantile Bank, Emergency Services, Check number 1021 totaling \$39.65. Clerk stated on page 3 of the Check Disbursement Report, GL # 101-790-815 is for Member at Large for the Library. For some reason, it just printed out the GL # and the amount. Clerk also stated in the Board packets was a corrected listing of the July checks. The numbers were off when they printed because there weren't enough checks in the printer.

Moved by Supervisor to accept the Clerk's report authorizing payment of all bills from Huntington Bank and Mercantile Bank, and approve the Bank Reconciliations, Seconded by Jennings. All in favor, Motion carried.

#### **NEW BUSINESS:**

##### **Patti Schafer, Supervisor, Eagle Township - Audit Review with Clerk and Treasurer and return on a six-month basis or as needed:**

Patti Schafer will be reviewing our Audit before it's finalized. Her preference in reviewing audits is working with the clerks and treasurers so they have a better understanding of the journal entry corrections, working with different reports in the BS&A Software, balance sheet comparisons to the audit, and other things involved with audits. It would be beneficial for her to come every six months to review documents in preparation for the audit, or come on an as needed basis. We are looking forward to working with her, if approved.

Moved by Arlene that we approve Patti Schafer coming and working with Nancy and Claudia on the Audit review and as needed, Seconded by Supervisor. All in favor, Motion carried.

## **UNFINISHED BUSINESS:**

**South Ovid Cemetery - David Wyrick, President, South Ovid Cemetery Association. Ovid Township, Clinton County, Cemetery Ordinance, Ordinance No. 2019-02:**  
Board discussion with Dave Wyrick regarding all the paperwork we have. Dave stated he has the Quit-Claim Deed that he's signed, and it has been Notarized. He brought the Transfer Agreement that his Attorney, Tom Moorhead, and our Township Attorney, Bill Fahey, have worked out, which will be signed tonight. The Financial Report should be coming from Gloria Herrington. All the bills are paid. The young man who does the mowing is all paid up. He's current. Attorney Tom Moorhead has been paid. He's current. There's approximately \$300 left in the checkbook. The Cemetery Foundation CD's are at Fifth Third, and the interest from that goes into the checking account. Gloria will work with us to get the money turned over to the Township, and the rest of the cemetery documents including all the burial records. Dave commented they will work with us and help in any way they can. Their family has taken care of this cemetery for over 100 years. He said he would continue to take care of all the Flags in the cemetery, including the Veterans, which is very much appreciated. Supervisor Palen stated we need to formally enact the Ordinance that our Attorney drafted for us, and then go forward with these other documents. We've discussed this, and we are going to adopt a separate resolution for fees instead of having it in the Ordinance. We also have a clause in the Ordinance that says the remaining burial spaces shall be sold only to family members already interred there. Moved by Arlene that we approve Ordinance No. 2019-02, Seconded by Jennings. All in favor, Motion carried.

Supervisor said he would also like a motion that authorizes us to sign the Transfer Agreement along with the deed.

Dave said the legal description is on the Quit-Claim Deed, which is Exhibit A. Moved by Arlene that we sign the Transfer Agreement, Seconded by Nancy. All in favor, Motion carried.

## **REPORTS:**

**Assessor - Diane Dowler** - Diane prepared the L-4029 for Ovid Township, and the Supervisor and Clerk need to sign it, and then approve it. Moved by Nancy that we approve the L-4029 prepared by our Assessor, Seconded by Arlene. All in favor, Motion carried.

Diane stated Board of Review went fine. Fall is coming, and we'll be out looking at new construction. Lots of sales.

**Library** - Nancy submitted copies of the Ovid Public Library Board Meeting minutes of July 9, 2019, and the Librarian's Report of August 6, 2019, along with the financial reports/expense trackers. Nancy commented they filled out the L-4029. The millage is the same. Plaques have been ordered from Smith Funeral Home. They had the best price. The picnic table honoring Maron's is in place now. Nancy has been added as a signer on the checks.

**OMESA -**

Trustee Jennings reported the permanent Occupancy Permit was not approved. The drain was not done right, and the landscaping has not been done. The County will be sending Jennings a copy of what needs to be done.

**CAASA** - Supervisor Palen said there's not a lot going on. The Personnel Committee has been more active this summer dealing with some internal conflicts.

**PUBLIC COMMENTS:**

Deb Shaughnessy, Deputy Supervisor, thanked the Board for sending her to the MTA deputy supervisor training. She said it was very inspiring. She learned a lot; she's excited, and appreciates the Township's support.

**BOARD COMMENTS:**

Nancy asked Greg if he had found anything out about the A-Frame that we've received complaints that the grass hasn't been mowed. We're still getting complaints about the one on Wildcat Road too. Greg commented he had not been able to get in contact with the owners.

Clerk commented we will be hosting the Clinton County Township Officer's Association meeting on September 26. It was suggested that when other Townships host these, the Board members take care of the refreshments. Board discussion regarding this and what we would do, and how much each Board member would contribute. Someone suggested \$10. The Supervisor wasn't sure that was enough. He thought \$20 per person to be safe. Everyone seemed to be fine with that. No one expressed otherwise.

Clerk stated she would be gone for the November meeting, so someone else will need to take care of minutes, et cetera. Board discussion. It was decided to change the meeting to November 21 at 7 p.m. Jennings said the Clinton County Road Commission meeting for our Township is in the morning on the 21st. Clerk stated she thought that was in March. We haven't received anything yet about it.

**Adjournment:** Supervisor Palen adjourned the meeting at 8:59 p.m.

Respectfully submitted,

Claudia Barrett Pluger, Clerk

Gregory C. Palen, Supervisor