



# 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

## Approved MINUTES OF OVID TOWNSHIP MEETING - JANUARY 4, 2018

The regular meeting of the Ovid Township Board was called to order at 7:00 p.m. by Supervisor Greg Palen with Pledge to the Flag.

### **MEMBERS PRESENT:**

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

### **ALSO PRESENT:**

Mike & Diane Dowler, Mark Pluger, Jim McClelland, Attorney William Fahey

### **AGENDA:**

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

### **PROPOSED MINUTES OF DECEMBER 7, 2017:**

Proposed minutes reviewed by Board. Moved by Arlene to accept the minutes of December 7th as written, Seconded by Jennings. All in favor, Motion carried.

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

Nancy reported Delinquent Property Tax account balance of \$206.49. The Hall rentals and deposits have been transferred out of Delinquent Property Tax into the General Fund. Tax account bank balance is \$616,972.61. Disbursement account is \$2,269.10. Winter tax disbursements began January 4, 2018, with a disbursement of \$389,819.04. General Fund bank balance is \$350,199.61, with no outstanding checks as of December 31, 2017. Emergency Services funds have been moved to Mercantile Bank. That account has a balance of \$45,484.02, with checks costing \$151.19, incurred \$.90 interest. Huntington Bank is willing to give us .03 percent interest on the General Fund. Treasurer's report given, subject to audit.

**AMEND & APPROVE THE BUDGET:**

The Clerk stated we need to make some adjustments to the budget as shown on the Agenda.

Moved by Nancy to approve amendments to the Budget as recommended by the Clerk, Seconded by Jennings, Move a total of \$9,000 from unallocated funds to the following: Treasurer, GL #101-253-702 (\$3500); Clerk, #101-215-702 (\$3500); Snow Removal, #101-265-803 (\$1000); Lawn and Landscaping, #101-265-933 (\$1000). All in favor, Motion carried.

**CLERK'S REPORT & BUDGET/EXPENDITURE REPORT - FOR APPROVAL:**

Claudia's Check Disbursement Report, Check numbers 10048-10065 and check numbers 10101-10112 totaling \$62,055.95, reviewed by the Board. The check made out to the Clerk for \$1,316.00, covered the registration cost of four Board members for MTA Conference in April that was paid with her personal credit card.

Moved by Nancy to accept the Clerk's report and approve payment of the checks listed, Seconded by Arlene. All in favor, Motion carried.

**ATTORNEY WILLIAM FAHEY - FAHEY, SCHULTZ, BURZYCH, RHODES:**

Attorney Bill Fahey came, at our request, to speak about some concerns and answer questions the Board had on donating money or giving contributions to others. Discussion took place regarding recycling in the City of Ovid, the Parks and Recreation program, South Ovid Cemetery in Ovid Township, and Michigan Township Association (MTA) and insurance company recommendations. Basically, we do not donate money or give contributions. We need to have a written document, such as a contract stating the Township is going to be paying this amount of money to the City or to the County or whoever, and in return for paying this money, the City or County or whoever is going to provide this service to the Township. Bottom line, it has to be stated in writing. The Township, first of all, has to decide if this is a service we want to pay for. It needs to be a lawful payment for services.

When we decide to enter into an agreement with an organization, we need to ask for accountability; asking to see the annual financial statements to determine how the money is being spent. We need to have this included in our written document.

Supervisor Palen commented we don't see the financial reports regarding Parks and Rec.

Regarding the private cemetery in Ovid Township, as a requirement for agreeing to provide a payment to help them, one of the conditions would be for them to provide financial statements once a year, so we can see their balance sheet; maintaining perpetual care funds; make sure this cemetery is provided to anyone in the Township. We need to make sure they are properly registered with the State and making reports to the State. A simple one-page written document could be done for this.

When we pay money to an organization, we need to get something in return for that. Once again, we cannot give a contribution. Township money has to be used for public purposes. Individuals, of course, can make a contribution, but not the Township.

Supervisor Palen discussed the new fire hall and milleages with Attorney Fahey. He spoke about the OMESA Articles. He explained the financing package. There are three sources of funding to pay for it; (1) \$200,000 from reserve fund; (2) \$235,000 coming from the sale of the lease of the cell tower; (3) to make up the total of the projected expenses, a five-year loan from Mercantile Bank for \$270,000 at 2.55 percent with a five-year amortization. Around \$39,000 has already been paid to the contractor for drawings, permits, those types of things.

Supervisor Palen asked Assessor Dowler if she would like to go ahead with her report now.

**Assessor Diane Dowler** – Assessor Dowler stated the letters to the disabled Veterans have been mailed out.

She explained by law Board of Review is supposed to start the 2nd Monday in March. She is asking that the Board adopt an alternative starting date, which would be the 2nd Wednesday in March. The Board of Review organizational meeting will be Tuesday, March 6. Appeals will be heard on March 14 from 9 a.m. to 3 p.m. and March 16 from 3 p.m. to 9 p.m.

She also explained the two parts to the Poverty Exemptions Guidelines; one is the asset test, and the other is the Federal Income Standards. There are applications at the Township Administrative Offices.

Clinton County was picked to be audited this year for assessing. There are some changes to the audit. One of the changes is real property exemptions will be part of the audit this year, such as churches, schools, libraries, et cetera. She will prepare a procedure policy for these exemptions. Other things audited will be ECF's, land value maps, land values. Something new is personal property. She will prepare a policy for this also. Also reviewed will be our poverty exemptions guidelines. The other thing to be audited is property transfer affidavits. The law states it needs to be filed within 45 days or charged \$5 per day over, which can be waived. This will be another policy Diane will be preparing for the assessing audit.

## **NEW BUSINESS:**

### **CAPITAL ASSET MANAGEMENT POLICY:**

Supervisor Palen explained the Capital Asset Policy.

Moved by Arlene that we adopt Ovid Township Capital Asset Management Policy as presented, Seconded by Nancy. All in favor, Motion carried.

### **CONFLICT OF INTEREST POLICY:**

Nancy stated the Conflict of Interest Policy has a questionnaire that is to be filled out annually by each board member and given to Claudia.

Moved by Nancy that we adopt Township of Ovid Conflict of Interest Policy, Seconded by Arlene. All in favor, Motion carried.

### **INVESTMENT POLICY:**

Investment Policy reviewed by the Board.

Moved by Claudia that we adopt the Township of Ovid Investment Policy as presented, Seconded by Arlene. All in favor, Motion carried.

Signed by all Board members.

### **OVID TOWNSHIP CREDIT CARD - RESOLUTION NO. 2018-01:**

The credit card resolution for the Township was reviewed and discussed. The card limit is \$10,000 through Mercantile Bank. Discussion took place regarding different uses, such as MTA Conferences and housing, on-line postage for Dymo printers. The cards will be used by Claudia and Nancy.

Moved by Arlene that we adopt Ovid Township Credit Card Resolution No. 2018-01 authorizing the Clerk and Treasurer to make purchases at their discretion, Seconded by Jennings. All in favor, Motion carried.

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."

Everyone present, and nobody voting "No."

### **POVERTY EXEMPTIONS GUIDELINES - RESOLUTION NO. 2018-02:**

Moved by Claudia to adopt the Poverty Exemptions Guidelines

Resolution No. 2018-02, Seconded by Arlene,

All in favor, Motion carried.

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."

Everyone present, and nobody voting "No."

**MARCH BOARD OF REVIEW ALTERNATIVE STARTING DATE -  
RESOLUTION NO. 2018-03:**

Moved by Nancy to adopt the March Board of Review Alternative Starting Date Resolution No. 2018-03, of Wednesday, March 14, 2018, Seconded by Claudia. All in favor, Motion carried.

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."

Everyone present, and nobody voting "No."

**CAASA BUDGET:**

Supervisor Palen stated we are asked each year by Clinton Area Ambulance Service Authority to approve their budget as required in the CAASA bylaws. Ovid Township represents slightly under ten percent of the population of this service.

Supervisor Palen has now been elected as vice-chair on the CAASA Board.

Moved by Arlene that we approve the CAASA budget as presented, Seconded by Jennings. All in favor, Motion carried.

**DRAFT BUDGET FOR 2018-19 INCLUDING EMERGENCY SERVICES:**

Supervisor Palen stated this is a draft worksheet for our January 18, 2018, budget meeting. He stated he also has a CAASA meeting that night. After discussion, it was decided we will have the budget meeting at 4 p.m. on Thursday, January 18, 2018.

**LIBRARY BOARD APPOINTMENT:**

Supervisor Palen asked if we had anyone show interest on being on this board. Nancy said Jennings' wife was interested.

Moved by Claudia that we appoint Rita West to represent Ovid Township on the Library Board, Seconded by Arlene. All in favor, Motion carried.

## **UNFINISHED BUSINESS:**

### **Recycling:**

Board discussed Mayor Lasher's December 12, 2017, letter stating the charge for using the dumpsters in the City of Ovid will be raised to \$1.00 per resident per year. He would like us to send them a check for \$2,192.00 by January 15, 2018. Discussion took place regarding this. We would like to offer our residents what Mayor Lasher presented, the opportunity to recycle downtown for one dollar, if they choose to do so, and pay at the City offices. We will send a letter to Mayor Lasher with that request.

Moved by Jennings that Ovid Township no longer participate in Ovid City recycling, Seconded by Arlene. All in favor, Motion carried.

### **Public Comments:**

None.

## **REPORTS:**

**Library** – Nancy has a meeting on the 10th.

**OMESA** – Supervisor Palen stated he felt we already covered OMESA with the financing explanation to Attorney Fahey.

**CAASA:** Supervisor Palen commented we already covered this by reviewing their budget.

### **Board Comments:**

Nancy stated we received another bill from the IRS for \$600 for 2014 W-2's not being submitted properly. Nancy has written the IRS multiple times and explained the situation and asked if they could reduce the bill. They have not responded.

Mr. McClelland stated the Clerk and Treasurer should have been bonded. He suggested we check with our insurance company because bond insurance will pay up to so much. The insurance may pay some of this debt regarding the IRS from 2012-2016.

**Adjournment:** Meeting adjourned at 9:17 p.m.

Respectfully submitted,

Claudia Barrett Pluger, Clerk

Gregory C. Palen, Supervisor