

## January 2024

The New Haven Township Board met on January 8, 2024 at New Haven Township Hall located at 2705 Easton Rd Owosso, Mi. The meeting was called to order at 7:00pm by Supervisor Hill, with the Pledge of Allegiance.

A roll call was taken. Members present: Trustee Buginsky Treasurer Eickholt, Trustee Gray, Supervisor Hill, and Clerk Wirwicki. Absent: None

Guests: Lee Horton, Larry Senk, Fred Riley, Laurie Riley, Kaitlin Riley, Bill Spike and Commissioner Holzhausen.

Motion by Clerk Wirwicki, supported by Supervisor Hill to approve the agenda with the following amendments: Clerk updates, voided checks, Board of Review classes. All ayes. Agenda approved.

A motion by Clerk Wirwicki, supported by Treasurer to approve the December 11, 2023 meeting minutes with amendments. All ayes. Motion Carried.

Treasurer Eickholt presented the Treasurer's Report as of December 31, 2023. General Fund: Horizon \$272,710.86; Mi Class \$660,900.77; MSU Credit Union \$124.24; For a General Fund Total of \$933,735.87.

Other Funds:

Perpetual Care Account: Horizon: \$3,971.88, Mi Class: \$37,357.96. Two Mil Road Account: \$51,628.69; Ambulance Account: \$4,669.19; Fire Account: \$7,256.12; SATA Account: \$1,266.50; ARP Funds: Horizon: \$1,860.46, Mi Class: \$72,929.22; Tax Checking Account: \$365,087.28.

A total of all funds: \$1,479,763.17.

Clerk Wirwicki advised the board that her General Fund balance with Horizon does not match the Treasurer's report because she voided an uncashed check numbered 11541 in the amount of \$860.00 so that she could process the 1099s.

Motion by Clerk Wirwicki, supported by Treasurer Gray to approve Treasurer's Report as presented. A roll call was taken. All Ayes. Motion Carried.

### **Delegates:**

None

### **Old Business:**

Motion by Clerk Wirwicki, supported by Supervisor Hill to approve Resolution 24-01 Approving and Adopting Board Meeting Dates for 2024. A roll call was taken. All Ayes. Motion Carried.

Motion by Clerk Wirwicki, supported by Treasurer Eickholt to approve Resolution 24-02 New Haven Township Poverty Exemptions Guidelines. A roll call was taken. All Ayes. Motion Carried.

Motion by Clerk Wirwicki, supported by Supervisor Hill to approve the purchase of QuickBooks Desktop Premier for \$125 per month with a \$4 per paycheck fee. A roll call was taken. All Ayes. Motion Carried.

Treasurer Eickholt updated the board about transitioning to a dot gov website approved December 2022. Shumaker is working on updating the Website to a new layout approved December 2023. Each department will have its own tab with all their duties listed. She is looking for township history and pictures. No action was taken.

Clerk Wirwicki asked for a file cabinet identical to the election file cabinet stating she is responsible to keep all township documents secure. Her file cabinets are full and has two boxes of files next to the file cabinets.

A motion by Supervisor Hill, supported by Clerk Wirwicki to purchase the same file cabinet as the election file cabinet with a spending limit of \$1,000. A roll call was taken. Ayes: Hill, Wirwicki. Nays: Buginsky, Eickholt, Gray. Motion failed.

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Clerk Wirwicki presented a bid from Sexton McAllister to walk both cemeteries and update all missing graves in the township records at a price of \$11 per hour with an estimate of 60 hours for Easton Cemetery and 120 hours for West Haven Township. The Board tabled the project until spring.

A motion by Supervisor Hill, supported by Clerk Wirwicki to close the regular meeting and go into the Election Commission Meeting at 7:32pm.

A motion by Clerk Wirwicki, supported by Treasurer Eickholt to close the Election Commission Meeting at 7:37 and open the regular meeting. All Ayes. Motion Carried.

Clerk Wirwicki presented a bid for a Ring Camera, recommended by MTA, stating the government requires camera security for the Ballot Dropbox. No action was taken.

Supervisor Hill looked into the extended warranty for the generator and presented his findings. No action was taken.

Clerk Wirwicki advised the board they will be over budget on the ARPA Fund by \$3,140.07. She recommended reducing the printer from \$6,500 to \$5,429, the actual price of the printer. She also recommended reducing the website update project from \$4,000 to \$1,930.93.

A motion by Clerk Wirwicki, supported by Treasurer Eickholt make the recommended adjustments to the ARPA Budget A roll call was taken. All Ayes. Motion Carried.

**New Business:**

A motion by Supervisor Hill, supported by Trustee Gray to approve the spending of \$100 per person for the five members of Board of Review to attend the required accessing training provided by MTA. A roll call was taken. All Ayes. Motion Carried.

Clerk Wirwicki advised the board and the public that Election petitions for the August primaries for the township offices are due to her by April 20<sup>th</sup>. Petitions can be picked up by contacting the township clerk. It was asked if petitions could be dropped off to the county clerk. Clerk Wirwicki stated election laws require her to verify the signatures on each petition before being submitted to the county. No action was taken.

Clerk Wirwicki advised the board the property insurance questionnaire forwarded to each board member was due Jan 18<sup>th</sup>. Eickholt recommended the Supervisor make the following changes to the property list: remove the large Brother Printer. Add: Kyocera Taskalfa 3554 Ci KK Printer, a 22kw Generic Generator, a 5-ton air conditioner unit, a 2 ½ ton air conditioner unit, wireless access point router, new electronic equipment. No action was taken.

Trustee Buginsky notified the board there was several outstanding checks from August that the clerk has not told the board about. She stated the Treasurer is doing the clerks job and found the outstanding checks when doing bank reconciliations.

A motion by Trustee Buginsky, supported by Trustee Gray to raise the Treasurer's salary by \$3,000 to equal that of the Clerk's salary to begin in the upcoming fiscal year. A roll call was taken. Ayes: Gray, Buginsky, Hill. Nays: Wirwicki. Motion Carried.

Clerk Wirwicki stated the board did not handle the Supervisor's absence in November, the deputy should have led the meeting. She read MCL 41.61 section 2: the deputy shall possess the powers and perform the duties of

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the supervisor, except the deputy shall not have a vote. The clerk said the board owes her for the November meeting and one Election Commission meeting.

A motion by Clerk Wirwicki, supported by Supervisor Hill to authorize a payroll check for one Election Commission meeting, and November's board meeting at \$15 per hour. A roll call was taken. All Ayes. Motion Carried.

Clerk Wirwicki attended the Shiawassee River Water Trail Coalition meeting. She notified the board that mile marker signs will be delivered soon. The group is asking for reimbursement of each sign at a price of \$140. She stated at this time she doesn't know how many signs the township is receiving. There was discussion on the benefits of the mile markers. No action was taken.

Election Accuracy Testing will take place February 20, 2024 at 5pm at 2705 Easton Rd Owosso.

**Call to Public:**

Comments were made pertaining to McCaffery near 6 Mile Creek Rd and Seymour Rd.

**Payment of Bills:**

A motion by Clerk Wirwicki, supported by Supervisor Hill to pay the Road Commission for the second application of brine in the amount of \$17,007.66 from the Road Fund. A roll call was taken. All Ayes. Motion Carried

A motion by Clerk Wirwicki, supported by Supervisor Hill to pay the bills in the amount of \$9,378.77 from the General Fund. A roll call was taken. All Ayes. Motion Carried

The next regular board meeting will be February 12, 2024 at 7:00 pm at New Haven Township, 2705 Easton Rd Owosso, Mi.

A motion by Clerk Wirwicki, supported by Treasurer Eickholt to adjourn the meeting at 8:45 pm. All ayes. Motion carried.  
Respectfully Submitted,

Heather Wirwicki, New Haven Township Clerk