

## March 2022 Regular Meeting Minutes

The New Haven Township Board met on March 14, 2022 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, Supervisor Hill, and Clerk Wirwicki. Absent: Trustee LeCureux

Guests: Colleen Horton, Lee Horton, Fred Gray, Dan Winters, Gary Holzhausen, Gerald Buginsky, Russ Wing, Larry R, P. Butcher, David Eickholt, and Ron Petter.

Motion by Clerk Wirwicki, supported by Treasurer Eickholt to approve the agenda with the following amendments: Youngs Drain, Road Commission update, Air Conditioner concerns, Identification of documents, pay periods, Metro Act/ACLA Distribution, Planning Commission and Board of Review Appointments, ARPA Filings, Revenue Share. All ayes. Agenda approved.

A motion by Treasurer Eickholt, supported by Supervisor Hill to approve the February 14, 2022 meeting minutes. A voice count was taken, Ayes: Eickholt, Hill, Wirwicki. No: Buginsky. Motion Carried.

A motion by Treasurer Eickholt, Supported by Supervisor Hill to Approve the February 17, 2022 Special Meeting minutes with revisions. A voice count was taken, Ayes: Eickholt, Hill, Wirwicki. No voice vote from Buginsky. Motion Carried.

A motion by Treasurer Eickholt, Supported by Supervisor Hill to Approve the February 19, 2022 Budget Workshop Meeting minutes with revisions. A voice count was taken, Ayes: Eickholt, Hill, Wirwicki. No voice vote from Buginsky. Motion Carried.

Buginsky wants the minutes to reflect a mistake in January 2022 minutes. The minutes stated the next regular meeting will be February 8, 2022. It should have read: The next regular meeting will be February 14, 2022.

Treasurer Eickholt presented the Treasurer's Report as of February 28, 2022. General Fund: \$781,482.67, Two Mil Road Account: \$94,499.93, Perpetual Care Account: \$38,567.49, Fire Account: \$45,385.41, Ambulance Account: \$21,257.41, Tax Checking Account: \$31,210.32, MSU Credit Union \$5.00, SATA Account: \$6,474.46, ARP Funds: \$67,417.50, for a total of \$1,086,300.19.

Motion by Clerk Wirwicki, supported by Supervisor Hill to approve Treasurer's Report as presented. A roll call was taken. Ayes: Eickholt, Hill, Wirwicki. No Voice vote from Buginsky. Motion Carried.

### **Call to Public:**

Gary Holzhausen gave the Board an update on the County meetings.

### **Old Business:**

A motion by Treasurer Eickholt, supported by Trustee Buginsky to approve Tim securing two bulletin boards by April 1<sup>st</sup> depending on availability, for the hall with a spending limit of \$500 on two, approximately 4x8 bulletin boards for hanging in the hall and having them erected in the hall to keep people from damaging the paint. A roll call was taken. All Ayes. Motion Carried.

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Supervisor Hill updated the Board on the tower InvisALink plans to erect. There was a concern presented by Treasurer Eickholt about the pieces for the tower laying on the property.

Trustee Buginsky gave an update on the generator project stating a 300- or 500-gallon propane tank, filled twice a year should provide adequate propane. She advised the Board that if the township purchased our own tank, we would be liable for anything that happens. The item was tabled until the first ARPA report is filed.

Trustee Buginsky presented two electrical bids to address the lack of electrical plugs on the east wall of the main room in the hall. (amended to include topic) No board action was taken.

Supervisor Hill have an update on the Young Drain, the project appears to be moving forward. They need more information from EGLE.

Regular meeting Adjourned at 7:30 PM.

Budget Hearing called to order at 7:30 PM.

Supervisor Hill read each Budget line. An amendment to the presented budget was made to adjust for the reduction of forecasted Revenue Shares received by the State of Michigan.

Supervisor Hill asked if there was any public comment on the Budget.

Budget Hearing Adjourned at 7:49 PM.

Regular Meeting called to order at 7:49 PM.

Supervisor Hill presented updated pricing for the proposed road projects.

A motion by Trustee Buginsky, supported by Treasurer Eickholt to scratch course / chip seal on Six Mile Creek Road in the amount of \$98,800.00 and the Mineral Well Brine #11, 2 applications at \$33,750.00. Supervisor Hill asked that the items be approved separately.

A motion by Trustee Buginsky, supported by Treasurer Eickholt for the \$98,800.00 on scratch course / chip seal on Six Mile Creek Road as presented by the Shiawassee County Road Commission. (1:00:41reference that motion is word for word as requested by Trustee Buginsky.) A roll call was taken. All Ayes. Motion Carried.

A motion by Trustee Buginsky, supported by Treasurer Eickholt to do the mineral well brine project #11 in the amount of \$33,570.00 as requested by the Shiawassee County Road Commission. A roll call was taken. All Ayes. Motion Carried.

There was a brief discussion on a new desk for Treasurer Eickholt, or her keeping her current desk and the clerk getting the new desk with a portion of the ARPA funds. It was also mentioned that Easton Cemetery needs the over grown sod removed from the driveways and gravel put down using ARPA funds.

### **New Business:**

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A motion by Treasurer Eickholt, supported by Trustee Buginsky to order five “little red books” for the Board including the assessor and Dan Winters. A roll call was taken. All Ayes. Motion Carried.

Dan Winters presents and answers questions on PZBA22-003, Rowell variance request.

A motion by Treasurer Eickholt, supported by Clerk Wirwicki that we deny their application for the building permit and the variance density or dwelling density. We make a recommendation to the Zoning Board of Appeals that they deny it based on the language of our current ordinance they drafted and enforce, referencing PZBA22-003 Rowell variance Request. A roll call was taken. All Ayes. Motion Carried.

A motion by Treasurer Eickholt, supported by Supervisor Hill to approve \$100 for elections supplies. A roll call was taken. All Ayes. Motion Carried.

A motion by Treasurer Eickholt, supported by Trustee Buginsky that we adjust the Board of Review by increasing the **2021-2022** budget by \$500, and reducing the budget for 101-445 Drains, 101-445-801 under the drains. A roll call was taken. All Ayes. Motion Carried.

The Clerk found a QuickBooks class as requested in the February meeting. The item was tabled due to the clerk not having copies to give the Board.

Trustee Buginsky advised the Board that one air conditioner is tipping and both air conditioners are not on cement blocks. Supervisor Hill will be looking into it.

Trustee Buginsky complained the documents do not have headers, (~~not~~ **only**) footers. She wants all documents to have headers.

Treasurer Eickholt brought up the topic of pay periods.

There were also concerns that payroll checks have pay periods listed on the checks that are not correct, some from the prior year. Clerk Wirwicki tried explaining that QuickBooks fills in those dates, this is a program error.

Treasurer Eickholt let the Board know that the \$246.09 from the Metro Act or LCSA that was supposed to be deposited has not appeared in the account. The new routing numbers, same account numbers were not updated with the program. Treasurer Eickholt is trying to find what happened to the money.

Clerk Wirwicki advised the Board that she has been watching Webinars pertaining to how to file ARPA reports. She told the Board they need to appoint someone to file the forms. They also need to file Lost Revenue using the Standard Allowance of \$10,000,000 in order to be able to spend the money on repairing township roads, updating the township hall or any other items the township suggests. If the Board does not file Lost Revenue, then the township can only use the ARPA funds on the three main items listed.

A motion by Treasurer Eickholt, supported by Trustee Buginsky to have Adam Flory with Smith & Bovill to handle filing of all necessary paperwork for the ARPA by the appropriate deadlines in conjunction with the Supervisor.

A motion by Supervisor Hill, supported by Clerk Wirwicki to ~~repoint~~ **reappoint** Don Gray, Randy Wightman, Ron Wilson and Alternate Dan Winters for a two-year term (**adding “to Board of Review” to original motion for clarity**). A roll call was taken. All Ayes. Motion Carried.

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A motion (word for word) by Trustee Buginsky, supported by Treasurer Eickholt to appoint Mary Eickholt and Russ Wing (adding "to Planning Commission" to original motion for clarity) from April 1<sup>st</sup> 2022 to March 31, 2025. (adding "Eickholt" and "Wing" to original motion for clarity) A roll call was taken. All Ayes. Motion Carried.

A motion by Trustee Buginsky, supported by Treasurer Eickholt to appoint Fred Gray and Dan Winters (adding "to Planning Commission" to original motion for clarity) from April 1<sup>st</sup> 2022 to March 31, 2024. Mary (adding "Gray" and "Winters" to original motion for clarity) A roll call was taken. All Ayes. Motion Carried.

A motion by Trustee Buginsky, supported by Treasurer Eickholt to appoint Norm LeCureux (adding "to Planning Commission" to original motion for clarity) from April 1<sup>st</sup> 2022 to March 31, 2023. (adding "LeCureux" to original motion for clarity) A roll call was taken. All Ayes. Motion Carried.

Per Treasurer Eickholt the 2021 tax season has been completed. It was turned in on the 7<sup>th</sup> of March and the County emailed her on the 8<sup>th</sup> that everything balanced.

Resolution 2022-03 Resolution to Adopt General Appropriations Act was not voted on by the Board due to issues. The actual budget was referenced in the Resolution as an attachment, the actual numbers were not included in the document itself. The attorney present advised the Board that referencing the exhibit brings it into the document and legally applies. He also stated it is a Board decision to state the numbers within the Appropriations Act. Trustee Buginsky commented the Board did not make that decision; it was the clerk. Clerk Wirwicki added the total revenue and total expense numbers to the document in section 6.

Treasurer Eickholt, pointed out that in Section 3 the fire millage should state "real" in front of taxable value and also the word "Road" is missing in the 2mill Fund. Clerk Wirwicki made those two changes. Clerk Wirwicki commented to the Board (2:17:00), it's frustrating the Board got this document at the February 14 meeting and I told you all that I had made changes, and it had to have any corrections done before this meeting, and now you're telling me there's corrections to be done. Treasurer Eickholt noted she did leave a note on the desk on Saturday that she had corrections to be made about the headings and the fact it wasn't readable. Treasurer Eickholt said she also left information about sections that were missing.

Treasurer Eickholt also commented that the fiscal reporting was not included in the General Appropriations Act. There was also no section on budget monitoring.

There was also a complaint noting the fiscal officer was not included in the Appropriations Act, once again left out by the clerk. Clerk Wirwicki asked why these items were not brought up sooner. The Attorney advised the Board that it is not legally required. Clerk Wirwicki asked the attorney if he would review the document to see if it was legal and the wording suffice. Trustee Buginsky refused to have the attorney review the document stating "we should not pawn off our duties to someone else and I think we all should do our jobs completely and as error free as possible. I don't think a third party needs to come in, because I don't feel we should be relegating your responsibilities to someone else. Clerk Wirwicki reminded the Board that creating the Budget and the General Appropriations Act was the legal responsibility of the Supervisor and she will no longer be doing either item.

A motion by Treasurer Eickholt, supported by Trustee Buginsky to approve the Ambulance Fund, Fire Fund, Road Fund, Sata Fund, and General Fund revenue and expenditures that were presented and agreed upon and amended tonight as we have here. A roll call was taken. All Ayes. Motion Carried.

A motion by Supervisor Hill, supported by Treasurer Eickholt to approve having Attorney Flory create a General Appropriations Act resolution. A roll call was taken. All Ayes. Motion Carried.

A motion by Clerk Wirwicki to approve Resolution #2022-05 Resolution to Adopt Township Officers Salary of the Supervisor's salary to \$10,000 annually. There was no support for this motion.

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A motion by Supervisor Hill, supported by Clerk Wirwicki to approve Resolution #2022-06 Resolution to Adopt Township Officers Salary of the Assessor's salary to \$10,000. A roll call was taken. Ayes: Hill and Wirwicki. No: Buginsky and Eickholt. Motion failed. Clerk Wirwicki advised the Board that Trustee LeCureux is legally allowed to vote on this and any other motion upon his return from sick leave.

### **Call to Public:**

None

### **Payment of Bills:**

A motion by Clerk Wirwicki, supported by Supervisor Hill to pay bills in the amount of \$9,790.69. A roll call was taken. All Ayes. Motion Carried.

A special meeting to approve the General Appropriations Act to be announced.

The next regular board meeting will April 11, 2022 at 7:00pm at New Haven Township, 2705 Easton Rd Owosso, Mi.

A motion by Treasurer Eickholt, supported by Supervisor Hill to adjourn the meeting at 9:32pm. All ayes. Motion carried.

Respectfully Submitted,

Heather Wirwicki, New Haven Township Clerk