

May 2021

The New Haven Township Board met on May 10, 2021 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, Trustee LeCureux, and Clerk Wirwicki.

Guests: Dan Winters, Deputy Richardson, Gary Holzhausen.

Motion by Treasurer Eickholt, supported by Trustee LeCureux to approve the agenda with the following change: add Audit to new business. All ayes. Agenda approved.

A motion by Treasurer Eickholt, supported by Supervisor Hill to approve minutes from the April 12, 2021 meeting **as corrected**. All ayes. Motion Carried. *(corrected minutes presented by Trustee Buginsky, approved by the board 6-14-2021 to add the words as corrected)*

Treasurer Eickholt presented the Treasurer's Report as of April 30, 2021. General Fund: \$697,012.07, Two Mil Road Account: \$99,676.41, Perpetual Care Account: \$38,364.59, Fire Account: \$561.47, Ambulance Account: \$242.07, Tax Checking Account: \$471.99, MSU Credit Union \$5.00, SATA Account: \$6,323.41 for a total of \$842,657.01.

Clerk Wirwicki advised the board that the deposit receipts were given to her on Friday the 7th, 3 days before the meeting. The accounts have not been reconciled and the amounts have not been verified.

Motion by Trustee Buginsky, supported by Supervisor Hill to approve Treasurer's Report as presented. A roll call was taken. Ayes: Buginsky, Eickholt, Hill, LeCureux. Nays: Wirwicki. Motion Carried.

Trustee Buginsky advised the Board on the difference between policy and procedures pertaining to Investment Protocol from last month's meeting in which Michigan CLASS, an investment option for the township requires a copy of the township's investment policy before Treasurer Eickholt can open an account. She noted other townships do not have policies; they have procedures. Policies must include the rules to be followed and the consequences.

Call to Public:

Deputy Richardson gave the Board an update of the Sheriff Department's activity within our township. In the Month of April, we had 12 traffic stops, 2 alarm calls, 1 car deer, 4 suspicious situations, 3 911 hang ups, 2 welfare checks, and some other miscellaneous complaints. Deputy Richardson spoke of the changes to personal within the Sheriff and inquired if we were receiving the monthly activity report.

Old Business:

The sealed Equipment bids were opened, amounts wrote down by Clerk Wirwicki and presented to Supervisor Hill. The Supervisor read the top bid for each item. The name of the bidder was kept confidential until the Board determined the highest bidder and a motion was made to approve the amount offered on each item.

A motion by Treasurer Eickholt, supported by Trustee Buginsky to award the ExMark mower for \$4600.00. A roll call was taken. All ayes. Motion Carried.

A motion by Treasurer Eickholt, supported by Trustee Buginsky to award the trailer for \$600.00. A roll call was taken. All ayes. Motion Carried.

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A motion by Treasurer Eickholt, supported by Trustee Buginsky to award the Fuel tank for \$275.00. A roll call was taken. All ayes. Motion Carried.

Supervisor Hill did advise the Board that Shiawassee County was the highest bidder on the ExMark and the trailer. He brought the administrator and the commissioners for Shiawassee County to look at the items and received approval from them to submit the bids on behalf of the County. The county is purchasing the mower as is, knowing the mower currently does not start. Supervisor Hill will be contacting the winning bidders to arrange payments and pick up.

Clerk Wirwicki asked the board to create a policy for making adjustments to the budget when necessary. It was noted that in the past adjustments were not done to income. *(corrected minutes presented by Trustee Buginsky, approved by the board 6-14-2021 to strike out the following sentence) The board does not monitor the budget vs actual, the clerk does.* The treasurer does not keep track of how much is received and how much is spent. The board discussed having the budget presented to the board every month, and if any expenditures are over their budgeted amount the Board will address it, and adjust the budget accordingly. No motion was made. No roll call was taken.

Supervisor Hill let the Board know he will be taking over creating the monthly agenda and will be available on the Friday before the meeting.

Supervisor Hill advised the Board that he will be meeting with companies to get bids for cementing the parking lot.

The Board will not be creating an investment policy because there have never been any problems.

Supervisor Hill will be looking for more quotes for the interior lighting and electrical work. It was noted that Harris bought out Ludington Electric.

Clerk Wirwicki let the board know she found Ordinances for Consumers and Verizon right-away rights to protect the interest of the township. She asked if the Board needs an Ordinance for DayStarr. Supervisor Hill doesn't think we need one, but he will look into it.

Trustee Buginsky updated the Board about the American Rescue Plan. A list of restrictions has been made public.

New Business:

A motion by Treasurer Eickholt, supported Trustee LeCureux to allow Clerk Wirwicki to engage with the auditor to have the yearly audit done. A roll call was taken. All Ayes. Motion Carried.

Call to Public:

An update was given by Commissioner Holzhausen.

Payment of Bills:

Clerk Wirwicki updated the Expenditure Report to include Independent Newspaper for \$52 and G&W Family Lawncare for \$1010.

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Clerk Wirwicki advised the board that the Expenditure report does not include payroll. The first week of each month the clerk closed the previous months records, and does the Bank Reconciliation. After the bank reconciliation is complete and the accounts balance with the bank statements she begins creating and printing current month's checks. Once the monthly expenditures have been printed and entered, the clerk runs the payroll program and prints payroll checks. Due to not having April's deposit receipts until May 7th she was unable to complete her reports by May 10th. She advised the board they could approve payment of the payroll so she could write the checks or they could wait until the exact figures are known. Payroll checks are due the 21st.

Trustee LeCureux made a motion to pay bills including \$52 to Independent, \$1010 to G&W Family Lawncare and payroll. Trustee Buginski objected to including payroll in the motion stating if we don't have the numbers, we don't approve it. *(Amendment presented by Trustee Buginsky, approved by the board 6-14-2021) Supervisor Hill made a motion to only pay the bills, and not include payroll for a total of \$2,312.53, supported by Trustee LeCureux.* A roll call was taken. Ayes: Buginsky, Eickholt, Hill, LeCureux. Nays: Wirwicki. Motion Carried.

May Expenditures							
Account Number			Hill	Eickholt	Wirwicki	LeCureux	Buginsky
101-265-920	Consumers Energy	\$ 81.76					
101-265-850	Frontier Communications	\$ 63.81					
101-265-923	Dol-Jac Propane						
101-265-850	Invisalink	\$ -					
101-101-933	QuickBook Credit Card Charges	\$ 14.84					
101-215-752	Staples	\$ 198.36					
101-262-933	McAfee 2yr Antivirus for Election Computer	\$ 42.39					
101-253-791	Po box Yearly fee	\$ 76.00					
101-265-801	Keves Snow Plowing	\$ 90.00					
101-262-900	Argus Press public accuracy test	\$ 8.00					
101-265-900	Argus Press equipment bid notice	\$ 60.00					
101-262-704	Priscilla Adams	\$ 254.02					
101-262-704	Darlene Fitzgerald	\$ 252.00					
101-262-861	Heather Wirwicki Mileage reimbursement 107 miles	\$ 96.88					
101-262-722	Heather Wirwicki reimburse for snacks for election insp	\$ 12.47					
101-101-900	Independent Newspaper Equipment Bid notice	\$ 52.00					
101-265-810	G&W's Family Lawncare	\$ 216.67					
101-567-810	G&W's Family Lawncare	\$ 793.33					
	Payroll						
	Payroll taxes						
	Total Expenditures	\$2,312.53					

There was a complaint that the April Meeting minutes were not included in the meeting packet and were printed 10 minutes before the meeting. Clerk Wirwicki said she forgot them, but had someone contacted her about the mistake she would have printed them. Trustee Buginski responded that's not her job.

(Added to correct minutes presented by Trustee Buginsky, approved by the board 6-14-2021) Supervisor Hill said there will be a special meeting where the clerk would supply the number.

The next regular board meeting will be June 14, 2021 at 7:00pm at New Haven Township, 2705 Easton Rd Owosso, Mi.

A motion by Treasurer Eickholt, supported by Trustee Buginsky to adjourn at 8:17pm. All ayes. Motion carried.

Respectfully Submitted,

Heather Wirwicki, New Haven Township Clerk