

June 2021

The New Haven Township Board met on June 14, 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, Gary Holzhausen Gerald Ostipow, Gerald Buginsky, Mary Ann Wenzlick, Dennis Wenzlick, Colleen Horton, Lee Horton. Debra Robinson, David Eickholt.

Motion by Treasurer Eickholt, supported by Trustee Buginsky to approve the agenda with the following change: add MTA Premium Pass, Board of Review classes, Adoption of Minutes policy, Credit Card Payment pertaining to double payment, May 21st expenditure approval and clerk's check, present bill. All ayes. Agenda approved.

A motion by Trustee Buginsky, supported by Treasurer Eickholt to approve the minutes with the following changes to the May 10, 2021 meeting: item 1. Page 1 fifth block should read April 12, 2021 meeting minutes as corrected. items 2. Page 1 seventh block should include the date, if there is one, when receipts are due. no changes needed. item 3. board does not monitor the budget vs actual was never presenting in the meeting needs to be stricken. item 4. States Supervisor Hill made the motion to only pay the bills and Trustee LeCureux supported the motion. item 5. record stating Supervisor Hill stated there would be a special meeting where the clerk would supply the number. Item 6. The grid for the breakdown of expenses is less than the amount we approved. Item 7. The two election inspectors have a 75 cents difference between their approved amount and the check issued. Ayes: Buginsky, Eickholt, Hill, LeCureux. Abstain: Wirwicki. Motion Carried.

Corrections presented by Trustee Buginsky with the following changes to the May 21, 2021 special meeting to approve May's payroll: Item 1. Change the ending time to show the meeting lasted longer than one minute. Supervisor said change to five minutes. Treasurer Eickholt made a motion to accept the changes to the May 21, 2021 special meeting minutes, supported by Trustee LeCureux. Ayes: Buginsky, Eickholt, Hill, LeCureux. Abstain: Wirwicki. Motion Carried.

Treasurer Eickholt presented the Treasurer's Report as of May 31, 2021. General Fund: \$696,008.73, Two Mil Road Account: \$99,681.49, Perpetual Care Account: \$38,364.61, Fire Account: \$561.48, Ambulance Account: \$242.09, Tax Checking Account: \$472.00, MSU Credit Union \$5.00, SATA Account: \$6,323.41 for a total of \$841,658.80.

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

Call to Public:

Gary gave an update pertaining to the county meetings.

David Lawson presented the board with an agreement formalizing a relationship between members of the Shiawassee River Water Trail Coalition and New Haven Township. The Board will vote on joining the Coalition in July's meeting.

A member of the public noted that the website has April's minutes posted under the agenda section. Later in the meeting Clerk Wirwicki noted she emailed the Webmaster and asked them to correct where they posted it.

New Haven Township Regular Board, June 2021 final

June 2021

Old Business:

Supervisor Hill gave an update on the Misteguay drain and Youngs drain. Misteguay work should be complete in late August. There will be an upcoming project on the Youngs drain, it is still in discussion.

New Business:

A motion by Treasurer Eickholt, supported by Trustee Buginsky to renew QuickBooks Payroll for \$474. A roll call was taken. All Ayes. Motion Carried.

Clerk Wirwicki advised the Board they now have the ability to use .gov for their website. The Board has decided not to make the change at this time. No vote was taken

Supervisor Hill asked Clerk Wirwicki to get pricing for internet service from other providers. Our current internet does not allow for the downloading of the election program. The clerk uses her personal internet to do all downloads.

A motion by Treasurer Eickholt, supported by Trustee Buginsky to have the clerk present the Budget vs. Actual report every other month falling on the even months. A roll call was taken. All Ayes. Motion Carried.

Planning Commissioner Chairman Winters presented PLLA21-017 to split .48 acres agricultural Parcel 003-34-400-001-02 (115.35 acres) to be combined with adjacent residential Parcel 003-34-400-001-03 (1.83 acres), creating a new residential parcel of 2.31 acres located at 3765 Cronk Road, Owosso. The remaining agricultural parcel would consist of 114.87 acres.

A motion by Clerk Wirwicki, supported by Supervisor Hill to approve PLLA21-017 as presented. A roll call was taken. All ayes. Motion Carried.

Clerk Wirwicki presented MTA Premium Pass for \$1900 which allows all township employees access to MTA classes and now you know series. It gives a 20% discount on certificate classes. The Board decided to not purchase it, stating most of the available classes do not apply to our township.

It was noted Board of Review has not taken the required classes, but still has time to complete the requirements.

Clerk Wirwicki presented the MTA renewal paperwork. The fee for membership is \$982.84. There's also a legal defense fee which is optional of \$29.49.

A motion by Supervisor Hill, supported by Trustee Buginsky to pay only the membership dues of \$982.84 to MTA. A roll call was taken. Motion Carried.

Trustee Buginsky presented the following Minutes Policy to the Board:

To ensure a true, factual, and accurate accounting of the New Haven Township business ; to maintain the accountability and trust of the electorate; we find it necessary to adopt the following policy and procedures for the recording and presentation of minutes.

1. Use of common accepted practices as observed by the Michigan Association of Townships.
2. Established time: 8 business days following the meeting ready for public inspection and emailed to board members with email and mailed to those who don't. The draft is given to board members for comments and corrections.

June 2021

3. Once the draft is made public, no changes are allowed until the next meeting.
4. Minutes are just factual, free from personal bias opinion and interpretation.
5. The corrected minutes contain the corrected language struck through, and the new language typed in.
6. The actual and true business is duly recorded.
7. Submission and posting follow MTA guidelines.
 - If the board member maintaining the minutes is unwilling or unable to follow the boards policy and procedures and another takes that responsibility, the value of the task is subtracted from that individual.

Clerk Wirwicki questioned the ability to remove a portion of the salary as legal. It was stated by the presenter that as of January 1st the Board could reduce a salary.

A motion by Trustee Buginsky, supported by Eickholt to approve the Minutes Policy as presented. A roll call was taken. Ayes: Buginsky, Eickholt, Hill, LeCureux. Nays: Wirwicki. Motion Passed.

Trustee Buginsky questioned a mistaken double payment on the credit card by the clerk in the amount of \$938.07 in March, that the Treasurer discovered two weeks ago. Her issue was that a check was made that was not authorized by the Board, and not revealed by the clerk, and would not be refunded by the credit card company. Treasurer Eickholt advised the board that the money was returned, but in a different fiscal year. Clerk Wirwicki explained yes there was a double payment made on the computer. The first payment was applied to the Treasurer's account. The second payment was applied to the clerk's account. Upon the clerk discovering the error in the next statement the clerk had the credit card company refund the second payment, reverse the interest fees and late fees charged to the clerk's account. Checks were issued to the township to refund the overpayments. Clerk Wirwicki explained that the statement date and due date of the credit card both fell between meetings. She asks Board approval for items purchased before receiving the statement. She **Clerk Wirwicki** also noted that because of the error she asked the credit card company to change the statement date for the account to fall before board meetings and the due date to be the 25 of each month. The Credit card company changed the statement dates to prevent this mistake from occurring in the future.

Trustee Buginsky made a public ~~complaint~~ **accusation of an illegal action of the clerk**, that Clerk Wirwicki's payroll check for May was included in May's special meeting expenditure report even though the check would not be printed until June and should not have be included in May's expenditure report.

~~Clerk Wirwicki advised the Board that more checks were ordered May 12th. The company had said the checks would be ready for pick up in two weeks. She called May 27 and was told they needed one more week. She called the following week and was told they had shipped. She then received a call stating there was an accident in shipping and the company could not give an updated time. Clerk Wirwicki contacted some the companies on the expenditure report and asked for an extension and fees waved. Those companies agreed, except the Credit Card Company who asked for payment over the phone. Supervisor Hill will be contacting the printing company.~~

It was noted that TCF has changed to Huntington Bank, our routing number is good for one year.

Call to Public:

none

Payment of Bills:

June 2021

A motion by Clerk Wirwicki, supported by Treasurer Eickholt to pay bills in the amount of \$15,175.59 A roll call was taken. All Ayes. Motion Carried.

June Expenditures							
Account Number			Hill	Eickholt	Wirwicki	LeCureux	Buginsky
101-265-920	Consumers Energy	\$ 106.07					
101-265-850	Frontier Communications	\$ 63.81					
101-265-923	Dol-Jac Propane						
101-265-850	Invisalink	\$ -					
101-262-933	Antivirus for election computer McAfee on CC	\$ 42.39					
101-101-933	QuickBook Credit Card Charges	\$ 19.08					
101-101-933	QuickBooks Payroll renewal	\$ 474.00					
101-567-752	Jeremy McAllister Grave Marker flags	\$ 199.98					
101-101-955	Accident Fund Insurance	\$ 700.00					
101-000-283	Majorie Westerlund Security deposit	\$ 100.00					
101-265-810	G&W's Family Lawncare	\$ 866.66					
101-567-810	G&W's Family Lawncare	\$ 1,733.34					
101-265-935	Burnham & Flower Insurance	\$ 5,125.00					
101-101-791	MTA	\$ 982.84					
101-215-752	Staples paper cutter	\$ 38.99					
101-253-910	MTA Class	\$ 25.00					
101-000-283	Amanda Zelemka	\$ 100.00					
101-700-704	Planning EST wages	\$ 200.00					
	Planning EST employer share taxes	\$ 15.30					
	Payroll	\$ 4,071.67					
	Payroll taxes	\$ 311.46					
	Total Expenditures	\$15,175.59	Aye	Support	Motion	Aye	Aye

The next regular board meeting will be July 12, 2021 at 7:00pm at New Haven Township, 2705 Easton Rd Owosso, Mi.

A motion by Supervisor Hill, supported by Treasurer Eickholt to adjourn at 8:44pm. All ayes. Motion carried.

Respectfully Submitted,

Heather Wirwicki, New Haven Township Clerk