

**Sciota Township Board Meeting – September 13, 2021**

The September 13, 2021, meeting of the Sciota Township Board was called to order by Supervisor Matthews at 7:01 p.m. at the Sciota Township Hall. The Pledge of Allegiance was given by all. Members present were Supervisor Matthews, Clerk Parker-Wing, Treasurer Palmer, Trustee Reed, and Trustee Vondrasek. Guests present were Mike and Diane Dowler, Charlene Austin, Deputy Kirby, Diane Baclawski, David White and Cindy Garber.

**MINUTES:** On a motion by Reed, seconded by Palmer, it was moved to adjust the August 9, 2021, meeting minutes, 1) Supervisor will investigate contractor quotes to replace hall accessible ramp, and 2) remove David Fisher from guests present; the minutes were approved with adjustments—Motion approved by all.

**TREASURER’S REPORT:** On a motion by Matthews, seconded by Vondrasek—Motion approved by all. The Board approved to place the treasurer’s report on file. General Fund \$126,724.90; Tax Fund \$46,382.20; Money Market \$33,948.59.

**1<sup>st</sup> PUBLIC COMMENT.** None

**COUNTY AND PUBLIC OFFICIALS:**

- Sheriff’s Office: Deputy Kirby reported August 2021 County 911 emergency report. He noted that Deputy Dennison recently passed of COVID 19 related issues, and 7 deputies had COVID 19 since 2020. The Sherriff’s office let some inmates out of jail early due to COVID 19 related issues.
- Cindy Garber, 6<sup>th</sup> District: Finance committee went through all budget line items. Their discussion involved the use of COVID funding to hire EMS instructors to offer free EMS classes to the cities/townships.

**ASSESSOR:** Diane Dowler submitted form L-4029 for signature to the supervisor and clerk. This will permit invoicing for fire and operating millage to be invoiced with Winter 2021 tax notices.

**BOARD REPORTS:** **Supervisor Matthews** had a difficult time getting concrete contractors to respond to a request for quote to replace the hall accessible ramp. Doyle/Fenner roads will be re-graveled around the middle of September. The County is still behind on township brush removal and cannot get to our free services until paid contracts are complete. It was reported a hailstorm occurred at the hall on 8/31/21. It appears the hall roof is intact but there are holes in the plastic siding. Discussion ensued. **Clerk Parker-Wing** says the State of Michigan has declared September to be national voter registration month—get out and vote. We received a FOIA from True North Law for information concerning elections for years 2016-2021. Information requested involved the township’s outgoing election payments and specific voter criteria. Township made payment to the sexton this month and Clerk’s office will invoice residents for sexton services. **Treasurer Palmer** reported that tax payments are coming in. FEDEX left escrow payments on her deck in a rainstorm. **Trustee Reed** investigated purchase of an outdoor camera to monitor the township parking lot. Discussion ensued. **Vondrasek** investigated purchase of township hall windowpanes. The company will install new panes for 6 windows (replacement) \$1,589 with bars. Discussion ensued.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- On a motion by Reed, seconded by Palmer--A rollcall vote was taken **Yes: Parker-Wing, Reed, Vondrasek, Palmer, Matthews. NO: None.** The board accepted a quote of \$1,200 from Aspen Contracting for installation of eaves trough covers at the township hall. The board gave authorization for Supervisor Matthews to approve up to \$1,500 for services rendered as he deemed necessary.
- On a motion by Parker-Wing, seconded by Reed-- A rollcall vote was taken **Yes: Palmer, Vondrasek, Reed, Parker-Wing, Matthews. NO: none.** The board approved a contractor payment of up to \$1,750 to replace (6) township hall window glass panes (without white bars), + (6) new screens, (6) glass pane installations. The board gave authorization for Trustee Vondrasek to authorize up to \$1,750 for services rendered as he deemed appropriate.
- On a motion by Matthews, seconded by Vondrasek --A rollcall vote was taken **Yes: Vondrasek, Reed, Palmer, Parker-Wing, Matthews. NO: None.** The board approved up to \$300 for Trustee Reed to purchase an outdoor camera (and necessary operating peripherals) to monitor the township’s parking lot. Additionally, Trustee Reed will be reimbursed for monthly/yearly web camera service connection fees for this camera’s website connection (if necessary). Trustee Reed will be responsible for checking the camera information and reporting on any issues monthly to the board.

**APPROVED**

- On a motion by Matthews, seconded by Reed--A rollcall vote was taken **Yes: Parker-Wing, Reed, Vondrasek, Palmer, Parker-Wing, Matthews. NO: None.** The board approved a contractor payment of up to \$7,500 to replace the handicap accessible ramp at the township hall. The board gave authorization for Supervisor Matthews to complete these services as he deemed appropriate.
- On a motion by Matthews, seconded by Vondrasek--The board authorized payment to Michigan State University extension for Diane Baclawski, Howard Pierce, Vaughn Vondrasek, Traci Cannon, David White and Phillip Matthews at \$55/each to attend a Zoom training session at the township hall, "Conducting Land division Reviews 2021".
- On a motion by Vondrasek, seconded by Reed—motion approved by all. The board approved a Sciota Township Conflict of Interest Policy. The board voted to prohibit acceptance of gifts and favors from vendors and contractors under state and federal law, except for items valued at less than \$50 regarding promotional items, honorariums, meals at banquets.

**2<sup>nd</sup> PUBLIC COMMENT:** Charlene Austin asked when will road lines be completed for Doyle/Shafsburg roads be done.

**APPROVAL TO PAY BILLS:** On a motion by Vondrasek, seconded by Reed—Motion approved by all, an approval to pay bills was passed.

**BILLS PAID 8/9/2021 - 9/12/2021**

<b>Num</b>	<b>Description</b>	<b>Amount</b>
10530	Aspen Contracting Incorporated	\$8,005.79
10531	Diane Dowler	\$851.69
10532	Kimberly Palmer	\$837.41
10533	Lisa Doyle	\$150.23
10534	Phillip Matthews	\$811.89
10535	Lucille Matthews	\$150.23
10536	Jamie Parker-Wing	\$842.65
10537	Nancy Koerner	\$150.23
10538	Vaughn Vondrasek	\$150.23
10539	Mike Reed	\$150.23
10540	Consumers Energy	\$57.37
10541	John Hancock Life Insurance Co.	\$328.39
10542	Twin Oaks Mowing & Snowplowing	\$517.00
10543	Dan Woodbury	\$1,056.56
10544	Shiawassee County Road Commission	\$70,046.81
10545	Goetschy Heating and Cooling, LLC	\$75.00
10546	Michigan State University	\$330.00
10547	Jack Waggoner	\$185.36
	<b>TOTAL</b>	<b>\$84,697.07</b>

**ADJOURNMENT:** On a motion by Vondrasek, seconded by Reed—Motion approved by all, the meeting was adjourned at 8:40 p.m.

Submitted by; Jamie Parker-Wing, Clerk