

## Sciota Township Board Meeting –February 14, 2022

The February 14, 2022, meeting of the Sciota Township Board was called to order by Supervisor Matthews at 6:58 pm 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. Trustee Vondrasek was absent. Guests present were Diane Baclawski, Diane Dowler, Mike Dowler, Floyd Koerner III, Floyd Koerner, Nancy Koerner, Dave White, Cindy Garber.

**MINUTES:** On a motion by Reed and seconded by Palmer—Motion approved by all. The minutes of the February 14, 2022, meeting was approved with removal of one duplicate sentence that was noticed by the clerk.

**TREASURER’S REPORT:** Reed moved to accept the treasurer’s report and place it on file, seconded by Parker-Wing. The treasurer’s report monthly accounting figures are as follows; General Fund \$116,539.97, Tax Fund \$188,283.08, Money Market \$\$33,952.25, and COVID Fund \$93,477.48.

**PUBLIC COMMENTS 1<sup>st</sup>:** Dave White stated his USPS mail was incorrectly addressed to another person. The clerk thanked him for letting her know and communicated that a correction would be made in the address system for future mailings.

**COUNTY COMMISSIONER REPORT:** The commission approved early retirement buyouts for the Sheriff’s department employees. Buyouts are a cost savings for the county as employees with a higher pay use their own salary to purchase pension years from MERS. This enables older workers to retire at an earlier age. The county is promoting early retirement with the idea of hiring new personnel at a substantially lower wage with no pension overhead. The sheriff’s office currently has 4 openings, but they’re having a hard time filling the positions due to lack of interest and qualified applicants.

**ASSESSOR:** The Board of Review Annual Review meeting has been rescheduled to Monday, March 8<sup>th</sup> from 8-9 am. Tax review dates will be Tuesday, March 15<sup>th</sup> from 3-9 pm, and Wednesday, March 16<sup>th</sup> from 9-3 pm.

**LSW AND EMERGENCY SERVICES REPORT:** None

**BOARD REPORTS:** Mathews is working on getting a new flag on the flagpole. The issue with hanging a new flag on the pole is that it has a broken rope that needed repair. The Road Commission will be here in April. **Clerk Parker-Wing** has been getting ready for the budget/board meetings for February. She went over budget line-item adjustments. **Treasurer Palmer.** Introduced a resolution to eliminate refunds for overpayment of taxes \$5 and under. She also introduced 2 contract agreements with Shumaker Technologies and 1 for BS&A accounting program. **Trustee Reed** had an issue with a charge on his credit card for the web-camera. During the last storm the camera took 7000+ pictures and the township was charged an additional \$28 last month. He turned off the web uploads as and argued the invoice with the vendor to no avail. Trail camera pictures will be downloaded manually until we can make an alternate plan.

**OLD BUSINESS:** None

### NEW BUSINESS:

- On a motion by Matthews, seconded by Reed—Motion approved by all. RESOLUTION 2022-02 Board of Review Alternate Starting date was approved. An alternate starting date resolution was needed due to Michigan Common Law statutes which require a Township Board implement a resolution for an alternate starting date when meeting dates are held later than the MCL’s stipulated timelines.
- On a motion by Matthews, seconded by Reed—Motion approved by all. The board approved cost center budget line adjustments for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters, and first-half 4<sup>th</sup> quarter 2021-2022. (Attachment #1)

- On a motion by Palmer, seconded by Matthews--Motion approved by all. RESOLUTION 2022-03 Elimination of Refunds for Overpayment on Taxes \$5 and under was passed. A roll call vote was taken. **YES**—Reed, Palmer, Parker-Wing, Matthews. **NO**—None. **Absent**—Vaughn Vondrasek.
- On a motion by Matthews, seconded by Palmer. Two contracts were signed by Reed, Palmer, Parker-Wing and Matthews, for Shumaker Technologies to 1) host and manage updates to our website for \$750/yr. and 2) to renovate our website for a cost of \$1,495. A roll call vote was taken. **YES**—Parker-Wing, Reed, Palmer, Matthews. **NO**—None. **Absent**—Vaughn Vondrasek.
- On a motion by Palmer, seconded by Reed. A BS&A contract was signed by Reed, Palmer, Parker-Wing and Matthews to begin preparation for a new accounting, payroll, human resource, and vendor program for the township. The BS&A web-based software system will replace the township's 11-year-old accounting software program. A roll call vote was taken in January 2022 approving the \$25,000 expenditure.
- On a motion by Matthews, seconded by Reed—Motion approved by all. A credit card spending policy limit was passed with a \$500 limit per month, per credit card. A roll call vote was taken **YES**—Palmer, Parker-Wing, Reed, Matthews. **NO**—None. **Absent**—Vaughn Vondrasek.
- On a Motion by Matthews, and seconded by Parker-Wing, the 2022 March special meetings will be as follows
 

March 14, 2022	6:00 pm Annual Meeting	6:30 pm Budget Meeting
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**PUBLIC COMMENT 2<sup>nd</sup>:** Diane Dowler looked up the MTA board of review training. The training date was February 25, 2022, 11:30 – 4:30 pm at the Township Hall.

**APPROVAL TO PAY BILLS:** Palmer moved to pay bills and was seconded by Reed—Motion approved by all.

#### CHECK REGISTER REPORT

1/11/2022 through 2/13/2022

Num	Description	Amount
10619	Diane Dowler	\$ 849.80
10620	Lisa Doyle	\$ 150.23
10621	Kimberly Palmer	\$ 1,011.41
10622	Phillip Matthews	\$ 811.89
10623	Lucille Matthews	\$ 150.23
10624	**VOID**	\$ -
10625	Jamie Parker-Wing	\$ 1,041.45
10626	Kenneth Wing	\$ 150.23
10627	Mike Reed	\$ 160.23
10628	Traci White	\$ 60.00
10629	Consumers Energy	\$ 48.44
10630	Twin Oaks Mowing & Snowplowing	\$ 55.00
10631	John Hancock Financial Services	\$ 637.96
		<b>\$ 5,126.87</b>

**ADJOURNMENT:** Reed moved to adjourn the meeting and Parker-Wing seconded the motion –Motion approved by all. The meeting was adjourned at 7:51 pm.

Submitted by; Jamie Parker-Wing, clerk

**ATTACHMENT #1**

2021 QUARTERLY BUDGET ADJUSTMENTS  
4/1/2021 through 4/1/2022

2/12/2022

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Approved 2/14/22

*Jeanne Baker-Wing*

Date	Num	Description	Category	Amount
<b>BALANCE 3/31/2021</b>				<b>0.00</b>
6/30/2021	1	**BALANCE QUARTER 1**	NO TRANSACTIONS	0.00
9/30/2021	1	ADMIN	Administrative Expenses:101-101-804 MTA Dues	24.00
9/30/2021	3	ADMIN	Administrative Expenses:101-223-801 Auditor	100.00
9/30/2021	2	ADMIN	Administrative Expenses:101-631-331 Greater Lburg Recyclers	1,000.00
9/30/2021	4	ROADS & DRN	Roads & Drains:101-446-931 Gravel	-1,124.00
12/31/2021	5	**BALANCE QUARTER 2**		0.00
12/31/2021	6	HALL & CEM	Hall & Cemetery:101-265-803 Lot Maintenance	55.00
12/31/2021	7	HALL & CEM	Hall & Cemetery:101-276-803 Cemetery Maintenance	40.00
12/31/2021	8	SPEC BRDS	Special Boards:101-721-802 Training Planning Commission	75.00
12/31/2021	9	CLERK	Clerk Office:101-215-704 Deputy Wages	180.00
12/31/2021	11	ROADS & DRN	Roads & Drains:101-446-931 Gravel	-350.00
12/31/2021	12	**BALANCE QUARTER 3**		0.00
2/12/2022	23	HALL & CEM	Hall & Cemetery:101-276-803 Cemetery Maintenance	49.00
3/31/2022	13	ASSESS	Assessor's office:101-257-702 Annual Contract	475.00
3/31/2022	14	CLERK	Clerk Office:101-215-729 Office Equipment & Supplies	50.00
3/31/2022	15	ELECT	Elections:101-262-731 Equipment & Maintenance	570.00
3/31/2022	16	HALL & CEM	Hall & Cemetery:101-265-803 Lot Maintenance	30.00
3/31/2022	18	HALL & CEM	Hall & Cemetery:101-265-920 Electric Service	150.00
3/31/2022	17	SPEC BRDS	Special Boards:101-721-802 Training Planning Commission	150.00
3/31/2022	22	INS & BONDS	Insurance & Bonds:101-851-709 Retirement - Township Portion	280.00
3/31/2022	19	SUPV	Supervisor's Office:101-171-704 Deputy Wages	180.00
3/31/2022	21	TREAS	Treasurer's Office:101-253-704 Deputy Wages	180.00
3/31/2022	24	ROADS & DRN	Roads & Drains:101-446-931 Gravel	-2,105.00
4/1/2022	25	**BALANCE QUARTER 4**		0.00
<b>4/1/2021 - 4/1/2022</b>				<b>0.00</b>

**BALANCE 4/1/2022**

**0.00**

**TOTAL INFLOWS 3,579.00**

**TOTAL OUTFLOWS -3,579.00**