

SCIOTA TOWNSHIP BOARD MEETING – August 10, 2026

DRAFT

CALL TO ORDER & PLEDGE OF ALLEGIANCE: Supervisor Matthews, @ 7:00 p.m.

BOARD MEMBERS PRESENT: Supervisor Matthews, Clerk Parker-Wing, Treasurer Palmer, Trustee Vondrasek, Trustee Reed

GUESTS PRESENT: Arden Dezess Jr, Sandra Dezess, Diane Baclawski, Ina Wilson, Rene Mahoney, Tom Maze, Ashley Maze, Troy Hia, Katrina Hia, Kay Nickols, Ken Wing, George Koerner, Janey Kiley

AGENDA APPROVAL: On a motion by Palmer, seconded by Parker-Wing—Motion approved by all. The Board approved the August 2026 agenda with an additional subject: Lawyer Fees (discussion lead by the Clerk).

MEETING MINUTE APPROVAL: On a motion by Palmer, seconded by Parker-Wing. The Board approved July 13, 2026, meeting minutes with changes to Old Business. **Currently written as:** “Supervisor Matthews then declared the camera system purchase void and the township would not go forward with any surveillance system.” **Changed to:** “Nay, voted down and done away with”. (per Supervisor Matthews).

TREASURER REPORT APPROVAL: On a motion by Vondrasek, seconded by Reed—Motion approved by all. The Board approved the Treasurer report and placed it on file. General Fund Balance \$341,642.22; Tax Fund Balance \$85,851.92; CD Fund Balance \$34,786.31

BILL PAYMENT APPROVAL: On a motion by Matthews, seconded by Reed. All payroll and expenses were approved as written. Payroll expenses = \$10,412.16 and Accounts Payable expenses = \$6,322.30. Checks used: #11714 - #11746. A roll call vote was taken, **Yea:** Reed, Vondrasek, Parker-Wing, Palmer, Matthews. **Nay:** None **Absent:** None. Supervisor Matthews initial motion paid the bills with an exclusion of check #11718 for \$1,176.56, which included a \$500 election project pay for the Deputy Clerk. Treasurer Palmer deliberated with the Board concerning possible repercussions involving a State Labor Board investigation or litigation costs for non-payment of project pay. Supervisor Matthews then changed the motion to approve all expenses, noting resolution 2024-03.01 to be rescinded.

PUBLIC COMMENT—1st: Troy Hill and other Sciota Township residents addressed concerns about the State of Michigan EGLE Department Hydrate Gravel Pit and water withdrawal permit application. Discussion ensued.

COUNTY & PUBLIC OFFICIAL REPORTS:

- **Laingsburg Public Library:** City of Laingsburg liaison to the library, *Jody Frank*, says the Laingsburg Public Library will not be able to go forward with a District Public Library as there is a disagreement with the contract verbiage that cannot be removed nor agreed to by one party. The lawyers are working on a millage for 2027.

TAX ASSESSOR: New Sciota Township Assessor policy documents were submitted to the Board for approval by Supervisor Matthews.

BOARD REPORTS: **Supervisor Matthews** stated roadside brush cutting and tree undergrowth/branch removal is in process. He received a letter from the Shiawassee County Drain Commissioner stating that upcoming Bennington/Sciota Township Section 18/19 drain repairs are going forward (Drain Commissioner letter given to the Clerk). **Clerk Parker-Wing** says she’s been working diligently on the August 4 preparation certification of election business, processing payroll, and preparing for the August Board meeting. The Clerk found the election-box camera inoperable on 7/21/2016 prior to 11 a.m. She found the Wi-Fi modem had been unplugged from the wall socket in the Sciota hall great room. In prior Board reports, the Clerk reported two other camera sabotage incidents; 1) the election-box camera became disabled due to the Wi-Fi modem being unplugged from the electrical outlet; and 2) the election-box camera became disabled by breaking the electrical cord. Clerk Parker-Wing stated previously that future camera surveillance interferences would be dealt with by reporting them to the State Police and/or to the State of Michigan Elections Bureau. The Clerk is awaiting guidance from the Bureau of Elections concerning next steps regarding the 7/21/26 incident. **Treasurer Palmer** says summer tax payments are coming in and reminded everyone that payments must be mailed directly to the Treasurer’s office at 8574 Woodbury Road—not to Sciota Township’s business P.O. Box address. Property tax payments sent to the Sciota Township P.O. Box which are deemed late, will not be eligible for late-fee leniency. **Trustees Vondrasek and Reed** had no news to share.

OLD BUSINESS:

- **The Weekly/Draft Meeting Minute Monthly Submissions:** (revisit cost monthly) No new comments/concerns.
- **Cemetery Management and Plot Sales Reassignment:** Clerk Parker-Wing distributed a text/email dialogue to the Board between Supervisor Matthews and the Clerk regarding the Supervisor's request for Cemetery information be brought to the August township hall meeting for a guest's review of cemetery maintenance duties. Invited guest did not attend the meeting.
- **Clerk Follow-up From July 2026: RE: Proof of Past Board Practices:** The Clerk provided documentation, as noted in the July 2026 New Business section, verifying that all 2025 contract dates for sexton, lawncare, and janitorial services were advertised and contracted as four-year agreements beginning April 1, 2025. The Clerk also presented Board minutes to the Supervisor showing that, before 2026, independent contractor agreements were not set to expire before an official's term of office ended. Meeting-minute dates for the sexton and lawncare contracts were May 8, 2023; May 13, 2024; and April 14, 2025. The Clerk provided Township meeting minutes to Supervisor Matthews showing that Road Project budgets have typically been approved in April each year, rather than in March as the Supervisor stated. The supporting meeting dates were April 10, 2023; April 8, 2024; and April 14, 2025.

NEW BUSINESS: (with prior agenda approval)

- **All Board members approved/signed a land division variance for Parent Parcel #009-23-400-002,** that was recommended for approval by the Sciota Township Planning Commission. An application was submitted to the Shiawassee County Community Development Office by Arden and Sandra Dezess, of 8997 Woodbury Road, requesting division of two dwellings with non-conforming acreage: 1) less than 200' of continuous road frontage along a public/private road and which created 2) a side yard setback less than a minimum of 20'. A roll call vote was taken. **Yay:** Palmer, Vondrasek, Reed, Parker-Wing. **Nay:** None. **Absent:** None.
- **Blight Concerns Near 3550 Shaftsbury Road:** No show/No discussion.
- **SATA in Sciota Township:** No show/No discussion.
- **Update on the State of Michigan Dept of Labor, RE: Linda Knoblauch payments.** The final \$500 check #11715 was issued to Linda Knoblauch and provided to the lawyer for submission to the State of Michigan.
- **On a motion by Palmer, seconded by Matthews.** Approval was given to the Clerk to email the Township lawyer requesting lawyer fees be billed on a monthly basis with timely breakdowns per subject. A roll call vote was taken. **Yea:** Parker-Wing, Vondrasek, Reed, Palmer, Matthews. **Nay:** None **Absent:** None

NEW BUSINESS: (without prior agenda approval)

- **The Board agenda was changed by Supervisor Matthews.** The "Bill Payment" agenda item was moved directly after the "Treasurer's Report" item.
- **On a motion by Matthews, seconded by Reed.** The Board approved rescinding resolution RES #2024-03.01. The Board will no longer pay the Deputy Clerk an additional \$500 per election for duties added to the position by Michigan Proposal 2022-2. A roll call vote was taken, **Yea:** Vondrasek, Reed, Palmer, Matthews. **Nay:** Parker-Wing. **Absent:** None
- **On a motion by Vondrasek, seconded by Matthews—Motion approved by all.** Township tax assessor policy documents were presented to the Board for approval.
 - Policy #2026-01 Tax assessor's Office Accessibility Policy was approved and signed by all Board members.
 - Policy #2026-02 Tax Assessor's Personal Property Canvass and Records Policy was approved and signed by all Board members.

PUBLIC COMMENT—2nd: None

ADJOURNMENT: On a motion by Palmer, seconded by Vondrasek—Motion approved by all. A motion to adjourn the meeting was made at 8:47 p.m.

Submitted by: Jamie Parker-Wing
Sciota Township Clerk

APPROVED MEETING MINUTES CAN BE VIEWED ON OUR WEBSITE AT <https://sciotatownship.net/meeting-minutes/>

**TOWNSHIP OF SCIOTA
BOARD MEETING**

AGENDA

August 10, 2026

- ❖ Call to Order and Pledge of Allegiance
- ❖ Agenda Approval—New Business Items
- ❖ Meeting Minutes Approval
- ❖ Treasurer Report Approval
- ❖ Public Comment—1st (3-minute, uninterrupted time limit per person)
- ❖ County & Official Reports
- ❖ Tax Assessor
- ❖ Board Reports
- ❖ Old Business
 - Newspaper – Draft submissions. Revisit cost monthly. (Board-*In Process*)
 - Cemetery Duties – Returned to Board for reassignment. (Carolyn Johnston archival; *In Process*)
- ❖ New Business
 - Planning Commission Business Approval: Arden and Sandy DeZess Land Splits (Baclawski)
 - Blight Concerns Near Address 3500 Shaftsbury Rd. (Eric Veith)
 - SATA in Sciota Township (Mike Heeg)
 - Four-year contract dates and Advertisements. (Clerk)
 - Update on the State of Michigan Dept of Labor. RE: Linda Knoblauch payments. (Clerk)
 - NEW: Lawyer fees. (Clerk)
- ❖ Public Comment—2nd (3-minute, uninterrupted time limit per person)
- ❖ Bill Payment Approval
- ❖ Motion to Adjourn