

Middlebury Township

PO Box 622, Ovid, Michigan 48866

Draft
Budget and Regular Meeting
7627 W. M-21, Ovid, MI
Tuesday, March 8, 2022 at 6:45 pm

BUDGET MEETING

Call to Order

Supervisor Swan called the meeting to order at 6:45 pm

Board Members Present

Supervisor Jeffery Swan, Clerk Susan Tomasek Swan, Treasurer Carolyn Stevens, Trustee Greg Atwood and Trustee Gene Ruess

Guests Present: Guests were present Gary Kiger, Dennis Cox, Mark Darling, Arlene Pesik, Mike Herendeen, Mark Holley (7:30 pm)

Public Comments: Open 6:47 pm Closed 6:50pm

Dennis Cox asked about some “high dollar” thefts that have occurred in Middlebury Township. Supervisor Swan addressed the issue from what he heard from the Shiawassee Co MTA meeting. Supervisor Swan will follow up with the sheriff at the next county MTA Meeting.

Presentation of the FY 22-23 Budget

Supervisor Swan presented the FY22-23. The board discussed the different lines on the budget. Revenue and Expenditures were discussed.

C. Stevens made a motion to close the budget meeting. G. Ruess seconded the motion. Carried by voice vote.

Meeting closed at 6:59 pm.

REGULAR MEETING

Call to Order:

Supervisor Swan called the meeting to order at 7:00 pm.

Board Members Present: Supervisor Jeffery Swan, Clerk Susan Tomasek Swan, Treasurer Carolyn Stevens, Trustee Greg Atwood and Trustee Gene Ruess

Guests Present: Six Guests were present: Some of the guests were Gary Kiger, Dennis Cox, Mark Darling, Arlene Pesik, Mike Herendeen, Deputy Supervisor, and Mark Holley (7:30pm), assessor.

Scheduled Comments: None

Public Comments: Opened at 7:01 pm Closed at 7:01 pm None

Motion to Approve Agenda:

Trustee Atwood made a motion to approve agenda as presented. Clerk Tomasek Swan seconded the motion.

Carried by voice vote.

Motion to Approve Minutes:

Trustee Ruess made a motion approve the February 8, 2022 minutes as presented. Treasurer Stevens seconded the motion.

Carried by voice vote.

Motion to approve Bills

Treasurer Stevens made a motion to approve bills from General Funds in the amount of \$9,504.28 with checks #5659-5677 3EFTs and Emergency Fund \$1,132.50 ck# 1044. Trustee Atwood seconded the motion.

Upon roll call vote, the following voted aye: Ayes: G. Ruess, C. Stevens, G. Atwood, S. Tomasek Swan, J. Swan

The following voted Nays: None Absent: None

Communications:

Supervisor- The internet has been installed into the hall and a “voip”(voice over ip line) phone. The line will be buried in the Spring. The BOR (Board of Review) Organizational Meeting was today and the BOR meeting will be March 15th from 3 pm-9 pm and March 18th from 9am -3pm.

MTA- Deputy Herendeen updated the board of the activities at the MTA meeting.

Library- Library Minutes in the board packet. Treasurer Stevens asked about the update on the roof of the library.

OMESA- Not a lot going on at OMESA. There is still a struggle with the accounting and taking care of the financial records. The new radios went live today.

Clerk- Annual Meeting will be next month. If any board members are interested in attending to let the clerk know.

Assessor- (7:30 arrival) Mark Holley reviewed the taxable values for the milage and OMESA contribution estimation. Trustee Ruess asked about the board the review and the maps and study being available. Mr.

Holley announced the maps and the study will be available tomorrow (March 9th 2022) on the township's website. This is new and will be the first time this year.

Business:

1. Road Contracts-

The board reviewed the road projects for 2022. Stevens asked about paving all of Warren Road. The board discussed adding the additional mile.

Treasurer Stevens made a motion to accept all the proposed road projects as presented by the Shiawassee Road Commission and to designate and authorize Supervisor Jeff Swan to sign all road contracts with the Shiawassee Road Commission. This motion received support from Trustee Atwood.

Upon roll call vote, the following voted aye: Ayes: G. Ruess, S. Tomasek Swan, C. Stevens, G. Atwood, J. Swan

The following voted Nays: None Absent: None

2. Budget resolution FY 22-23 Resolution 2022-03

2022-03 Fiscal Year 2022-2023 Middlebury Township Budget

Middlebury Township General Appropriations Act

A resolution to establish general appropriations act for Middlebury Township; to define the powers and duties of the Middlebury Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Middlebury Township resolves:

Section 1: Title

This resolution shall be known as the Middlebury Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Clerk shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

For general law townships: Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on February 27 and March 6 and a public hearing on the proposed budget was held on March 8, 2022 at 6:45 pm.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2021-2022, including an allocated millage of .998 mills; voter-authorized millage of road fund of 2.0 mills and emergency fund of 2.45 mills; and various miscellaneous revenues shall total \$ 668,410.00.

Section 6: Millage Levy

The Middlebury Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to .998 mills as set forth by the Tax Allocation Board (*or as authorized under state law and approved by the electorate*).

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2021-2022 for the various township activities (*cost centers*) are as follows:

101-General Fund Budget FY 2022-2023		
Revenue		\$ 368,305.00
Expenditures		
000	CD INVESTMENT FOR FISCAL YEAR	\$ -
101	TOWNSHIP BOARD	\$ 21,400.00
171	SUPERVISOR	\$ 14,500.00
215	CLERK	\$ 18,700.00
223	AUDITOR	\$ 12,000.00
228	TECHNOLOGY	\$ 15,000.00
233	LAND ACQUISTION	\$ -
247	BOARD OF REVIEW	\$ 2,950.00
253	TREASURER	\$ 23,000.00
257	ASSESSOR	\$ 17,000.00
262	ELECTIONS	\$ 14,300.00
265	BUILDING AND GROUNDS	\$ 92,000.00
266	ATTORNEY/COUNSEL	\$ 5,575.00
276	CEMETERY	\$ 31,550.00
299	UNALLOCATED	\$ 630.00
336	EMERGENCY SERVICE	\$ -
337	MILLAGE EMERGENCY SERVICE	\$ -
445	DRAINS AT LARGE	\$ 6,000.00
448	STREET LIGHTING	\$ 3,000.00
449	ROADS	\$ -
693	WEBPAGE	\$ 2,000.00
695	COMMUNITY SERVICE	\$ 1,500.00
721	PLANNING	\$ -
751	PARKS AND RECREATION DEPARTMENT	\$ 1,500.00
790	LIBRARY	\$ 1,800.00
851	INSURANCE AND BOND	\$ 8,200.00
862	TAXES WITHHELD	\$ 6,700.00
901	APPROPRIATE TO OTHER FUNDS	\$ -
941	CONTINGENCY	\$ -
999	CD INVESTMENT FOR FISCAL YEAR	\$ 9,000.00
		\$ 368,305.00
	204-Road Fund Budget	
ESTIMATED REVENUES		

Dept 000		
TOTAL ESTIMATED REVENUES		\$ 150,005.00
APPROPRIATIONS		
755	BANK CHARGES	\$ -
970	ROADS	\$ 150,005.00
999.101	TRANSFER FROM GENERAL FUND	\$ -
Totals for dept 000 -		\$ 150,005.00
TOTAL APPROPRIATIONS		\$ 150,005.00
205-Emergency Fund		
ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		\$ 150,000.00
APPROPRIATIONS		
755	BANK CHARGES	\$ -
801.1	FIRE	\$ 144,000.00
801.101	AMBULANCE	\$ 6,000.00
Totals for dept 337 - MILLAGE EMERGENCY SERVICE		\$ 150,000.00
TOTAL APPROPRIATIONS		
150- Cemetery CD Fund		
ESTIMATED REVENUES		
665.001	INTEREST INCOME	\$ 100.00
TOTAL ESTIMATED REVENUES		\$ 100.00
APPROPRIATIONS		
999.101	TRANSFER TO OTHER FUNDS	\$ 100.00
TOTAL APPROPRIATIONS		\$ 100.00

Section 8: Adoption of Budget by Reference

The general fund budget of Middlebury Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act.

Section 9: Adoption of Budget by Cost Center

The Board of Trustees of Middlebury Township adopts the 2022-2023 fiscal year general fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

Section 13: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. a summary statement of the actual financial condition of the general fund at the end of the previous quarter;
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous quarter;
- c. a detailed list of:
 - i. expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.
 - ii. for each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

Section 14: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 15: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 17: Board Adoption

Motion made by Trustee G. Atwood, seconded by Trustee G. Ruess to adopt the foregoing resolution.

Upon roll call vote, the following voted aye: C. Stevens, G. Ruess, G. Atwood, J. Swan and S. Tomasek Swan

Upon roll call vote, the following voted nay: None Absent: None

3. Resolution 2022-04

2022-04 Middlebury Township Supervisor, Treasurer & Clerk Salary Replaces 2018-03

WHEREAS, the township board deems that an adjustment in the salary of the office of supervisor, treasurer and clerk is warranted in consideration of the increase in the cost of living and length of time since salaries were last adjusted, now

BE IT RESOLVED, that as of April 1, 2022 the salary of the office of Supervisor, Treasurer & Clerk will be as follows:

Supervisor: \$11,000.00 per annum made payable in twelve monthly installments.

Treasurer: \$11,000.00 per annum made payable in twelve monthly installments.

Clerk: \$11,000.00 per annum made payable in twelve monthly installments.

This resolution offered by board member G. Atwood.

Supported by board member C. Stevens

Upon a roll call vote, the following voted Aye: C. Stevens, G. Atwood, G. Ruess, S. Tomasek Swan, J. Swan

Upon a roll call vote, the following voted Nay: None Absent: None

4. Resolution 2022-05

**2022-05 Middlebury Township
Trustee Salary
Replaces 2018-04**

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the township board deems that an adjustment in the compensation of the office of trustee is warranted in consideration of since township board members' salaries were last adjusted, now

BE IT RESOLVED, that as of April 1, 2022, the compensation of the office of trustee shall be as follows:

Trustee: \$200.00 meeting fee for the regular general township meeting of each month, or if no regular meeting in the month is being held the first meeting of the month. Any additional township board meeting, regular or special will be compensated at the general meeting fee rate. In an event a regular township meeting is not being held in a calendar month, then each Trustee shall receive a salary compensation of \$200.00.

This resolution offered by board member Trustee Ruess.

Supported by board member Treasurer Stevens.

Upon a roll call vote, the following voted Aye: S. Tomasek Swan, G. Atwood, C. Stevens, G. Ruess, J. Swan

Upon a roll call vote, the following voted Nay: None Absent: None

5. Resolution 2022-06

**2022-06 Middlebury Township Resolution
Board of Review Compensation
Replaces 2013-06**

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the township board deems that an adjustment in the salary of the board or review

members.

BE IT RESOLVED, that as of April 1, 2022, the salary of the board of review members shall be as follows:

\$125.00 for every six-hour session and training meetings.

Regular meeting rate as set by the township board at the time the meeting occurs for organizational meetings

Pier Diem for meals as stated in the pier diem resolution set by the board

This resolution offered by board member Trustee Ruess.

Supported by board member G. Atwood.

Upon a roll call vote, the following voted Aye: G. Atwood, C. Stevens, J. Swan, G. Ruess, S. Tomasek Swan

Upon a roll call vote, the following voted Nay: None Absent: None

6. Resolution 2022-07

**2022-07 Middlebury Township
Election Workers Compensation
Replaces 2020-02**

WHEREAS the current hourly rate of pay for election workers in the township is \$12.00 per hour which has been in place many years and appears to be inadequate to reliably retain election workers for the township elections;

THEREFORE BE IT RESOLVE that effective April 1, 2022 the hourly rate of pay for the township election workers will be \$15.00 per hour.

Chairperson bonus pay per election shall be \$25.00

Per Diem will follow the boards current rate.

Motion made by Trustee G. Atwood, seconded by Treasurer Stevens to adopt the foregoing resolution.

Upon roll call vote, the following voted aye: S. Tomasek Swan, G. Atwood, C. Stevens, J. Swan, G.Ruess

Upon roll call vote, the following voted nay: None Absent: None

7. Resolution 2022-08

**2022-08 Middlebury Township
General Meeting Fee
Replaces the resolution 2018-05**

WHEREAS, a fairer compensation is sought for all who sit on a board other than the Township board,

NOW, THEREFORE, BE IT RESOLVED effective April 1, 2022 that the following motion was proposed and approved upon:

The general meeting fee for official township meetings and business shall be \$60.00 per meeting unless otherwise specified. This replaces the former general meeting amount of \$50.00.

Motion made by Trustee G. Ruess seconded by Treasurer Stevens to adopt the foregoing resolution.

Upon roll call vote, the following voted aye: C. Stevens, J. Swan, G. Ruess, S. Tomasek Swan, G. Atwood

Upon roll call vote, the following voted nay: None Absent: None

8. Resolution 2022-09

RESOLUTION 2022-09 MIDDLEBURY TOWNSHIP

Resolution that meal per Diems \$20 per meal

Replaces RESOLUTION 2007-02

WHEREAS, in order to simplify the reimbursement of the cost of meals when a township official or appointee is paid,

NOW, THEREFORE, BE IT RESOLVED, that upon board consent, any township official or appointee who is to be reimbursed for meals while on township business, shall receive a per diem of \$20.00 per meal in lieu of turning in meal receipts

The foregoing resolution offered by Board Member C. Stevens and supported by Board Member G. Atwood.

Upon roll call vote, the following voted Aye: S. Tomasek Swan, G. Ruess, G. Atwood, C. Stevens, J. Swan

Upon roll call vote, the following voted Nay: None Absent: None

9. Resolution 2022-10

RESOLUTION 2022-10 MIDDLEBURY TOWNSHIP

Resolution to increase pay for Deputy Clerk, Deputy Treasurer and Office Manager

Replaces RESOLUTION 2015-04

NOW, THEREFORE, BE IT RESOLVED, that the Middlebury Township Deputy Clerk, Deputy Treasurer and Office Manger shall receive \$20.00 an hour for Township work.

The foregoing resolution offered by Board Member C. Stevens and supported by G. Ruess.

Upon roll call vote the following vote Aye: G. Atwood, C. Stevens, J. Swan, G. Ruess, S. Tomasek Swan

Upon roll call vote the following vote Nay: none Absent: None

10. Resolution 2022-11 The board reviewed millage numbers with the assessor Mark Holley, Supervisor reviewed the millage language within the resolution to be placed.

Resolution 2022-11 MIDDLEBURY TOWNSHIP

AUTHORIZATION OF MILLAGE RENEWAL FOR EMERGENCY SERVICES

WHEREAS the Middlebury Township Board needs to renew the millage for emergency services that is scheduled to expire in 2023;

WHEREAS townships may provide emergency services, as authorized by MCL 41.801, et seq., and other applicable statutes;

WHEREAS townships may impose and levy ad valorem property taxes to finance lawful public services, as authorized by the Michigan Constitution and comports legislation;

WHEREAS the electors of Middlebury Township previously authorized 2.25 mills to be levied for emergency services;

WHEREAS the previously-authorized millage for emergency services may have been reduced by the required millage rollbacks;

WHEREAS the previously-authorized millage for emergency services will expire in 2023; and

WHEREAS the Middlebury Township Board wishes to renew the previously-authorized millage for emergency services for an additional four years, 2023 through 2026 inclusive, at a base rate of 2.25 mills, which rate may be reduced by required rollbacks unless such rollbacks are overridden by a vote of the electorate;

THEREFORE, BE IT RESOLVED that the Middlebury Township Board, Shiawassee County, approves the following millage renewal question language and directs the Clerk to submit it for placement on the August 2022 Middlebury Township election ballot:

MILLAGE RENEWAL FOR EMERGENCY SERVICES

Shall Middlebury Township continue to levy 2.25 mills (\$2.25 per \$1,000.00) on the taxable value of property located in the Township of Middlebury, Shiawassee County, Michigan, for four years beginning with the 2023 tax levy year and running through the 2026 tax levy year (inclusive), which will raise in the first year of such levy an

estimated revenue of \$108,055.16 to be to be used exclusively for all purposes authorized by law for emergency services including fire department, rescue, and ambulance services. This is a renewal of a currently authorized millage.

Moved: C. Stevens Seconded: G. Ruess

By Roll Call, the Trustees voted:

Aye: S. Tomasek Swan, G. Ruess, J. Swan, C. Stevens, G. Atwood

Nay: None Absent: None

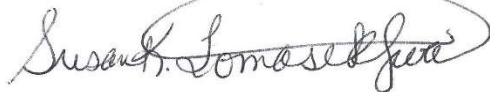
This Resolution was [XX adopted] [___ not adopted] this 8th day of March, 2022

Final Comments: Opened at 7:48 pm Closed at 7:48pm None

Motion to adjourn the meeting: Adjourned at 7:48pm Supervisor Swan adjourned the meeting without objections.

Next meeting April 12, 2022 at 7:00pm

X



Susan Tomasek Swan
Clerk