

Middlebury Township

PO Box 622, Ovid, Michigan 48866

Regular Meeting
7627 W. M-21, Ovid, MI
Tuesday December 8, 2020 at 7:00 pm

REGULAR MEETING

Call to Order:

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

Board Members Present:

Supervisor Michael Herendeen, Clerk Susan Swan, Treasurer Carolyn Stevens and Trustee Jeff Swan

Guests Present: 6 people were present; Jill Ruess, Gene Ruess, Colleen Ruess, Gary Kiger, Mark Holley, Township Assessor, and Marlene Webster, County Commissioner.

Scheduled Comments: Marlene Webster, County Commissioner briefed the board on keeping the county board as being a transparent board and would be happy to share information to anyone who is interested. The county commissioners will meet next week.

Public Comments: Opened at 7:02pm Closed at 7:02 pm None

Motion to Approve Agenda:

Treasurer Stevens made a motion to approve the agenda with the striking of items Communication, and items 5) Microsoft Office, 6) Notary 7) Board of Review Appointment and the addition of item 5) Resolution 2020-10 Poverty Guideline Resolution. Clerk Tomasek Swan seconded the motion.

Aye: All Nay: None Carried

Motion to Approve Minutes:

Clerk Tomasek Swan made a motion to approve the minutes from the November 10th, 2020 as presented. Treasurer Stevens seconded the motion.

Yes: All Nay: None Carried

Budget Amendment

Clerk Tomasek Swan made the motion to transfer \$6,470.14 from 101-941-969.002 (Contingency) (\$82,157.35).

TO:

\$40.00 to 101-101-860.00 Township Board Mileage- \$100.00

\$176.00 to 101-101-900.000 Twp Print/Publish- \$500.00

\$ 885.67 to 101-101-956.000 Twp Misc/Education -\$2000.00

\$ 1000.00 to 101-215-727.000 Clerk Supplies -\$2500.00

\$ 121.47 to 101-215-860.000 Clerk Mileage - \$300.00

\$210.00 to 101-253-730.000 Treasurer Postage - \$1000.00

\$2,677.00 to 101-262-727.000 Election Supplies- \$8,000.00

\$140.00 to 101-262.900.00 Election Postage - \$200.00

\$1,116.00 to 101-276-702.000 Cemetery Salaries-\$ 2000.00

\$104.00 to 101-276-727.000 Cemetery Supplies -\$350.00

Treasurer Stevens seconded the motion.

Roll Call Vote: AYE: J. Swan, Stevens, S. Swan, Herendeen Nays: None Carried

Motion to approve Bills

Treasurer Stevens made a motion to approve bills from General Funds in the amount of \$ 10,000.28 with checks #5389-5407 and 4 EFT and from Emergency Fund \$1,132.50 check # 1037 for total of \$11,132.78. Trustee Swan seconded the motion.

Ayes: All Nay: None Carried

Business

1. Vacant Board Member- Treasurer Stevens made a motion to nominate Gene Ruess to the Trustee of Middlebury Township vacant position.
Roll Call Vote: AYES: J. Swan, Stevens, Herendeen, Tomasek Swan Nays: None Carried
2. Hiring of Deputy Clerk- Clerk Tomasek Swan made a motion to hire Colleen Ruess for Deputy Clerk position. Treasurer Stevens seconded the motion. Roll Call Vote: Herendeen, Stevens, J. Swan, Tomasek Swan

Clerk Tomasek Swan sworn into office Trustee Gene Ruess and Deputy Clerk Colleen Ruess.
3. 2020-09 Bank Resolution- Treasurer Stevens offered Resolution 2020-09 Huntington Bank Resolution and Clerk Tomasek Swan supported the motion. Roll Call: Ayes: Herendeen, Stevens, J. Swan, Tomasek Swan Nays: None Adopted
4. Door Locks- Trustee Swan briefed the board on keyless entry door knobs for the township hall. He even offered to install the door knobs. Treasurer Stevens made a motion to purchase two keyless entry door knobs for no more than \$250.00. Trustee Ruess seconded the motion. Roll Call: Ayes: Ruess, Steven, J. Swan, Herendeen, Tomasek Swan

5. **Resolution 2020-10 Poverty Exemption Guidelines** – Mark Holley, township assessor, briefed the board on the poverty exemption guidelines. Mr. Holley also informed the board with the exceptions of 3 parcels the properties in Middlebury Township are at 100% of being reviewed. He explained the township will be having an audit next year and the properties need to be updated. If the rolls are not kept up to date there is a possibility of losing the rolls to the county. **Treasurer Stevens offered resolution 2020-10, 2021 Poverty Exemption Guidelines for adoption. Trustee Ruess supported the resolution. Roll Call: Ayes: J. Swan, Herendeen, Ruess, Stevens, Tomasek Swan Nays: None Adopted**

6. **MTA Classes-** Supervisor Herendeen made a motion to approve any of the board members and the deputies to attend any of the MTA educational classes and the with the clerk's discretion purchase either individual or group rates depending on the interest. Treasurer Stevens seconded the motion. Roll Call: Herendeen, Stevens, J. Swan, Ruess, Tomasek Swan Nays: None Carried

Final Comments: Opened at 7:29 pm Closed at 7:29 pm None

Motion to adjourn the meeting: Adjourned at 7:29pm

Without objection the supervisor adjourned the meeting at 7:29 pm.

Next meeting January 12, 2020 at 7:00 pm

X



Susan K Tomasek Swan
Deputy Clerk