

PROPOSED

Meetings are recorded

TOWNSHIP OF WOODHULL
7315 Beard Rd, Perry MI 48872
Shiawassee County, MI
January 6, 2021

Opening

The virtual monthly meeting of the Woodhull Township was called to order at 7 p.m. on January 6, 2021 through an online virtual Zoom video meeting by Supervisor Nickols.

Pledge of Allegiance was recited

Roll Call

Supervisor Slee, Clerk Winans, Treasurer Galilei, Trustee Betts and Trustee Jelenek were present.

Delegation or Visitors: None

Recommended Actions:

- a. **Approval of Agenda with corrections and additions** – Clerk Winans moved and supported by Trustee Jelenek to approve the agenda with corrections to Decision Item E). Custodian Contract Renewal and F). Credit Card Approval Policy/Credit Card Request. Additions of Decision Item G). FOIA Procedure Confirmation of Fee Schedule. H). Special Meeting with Attorney, January 19, 2021 @ 10:00 a.m. I). Special Budget Workshop Meeting, January 19, 2021 1:00 p.m. J. RESD School Agreement, K). Laingsburg School Agreement L). Perry School Agreement.. All Ayes. Motion carried.
- b. **Approval of the Minutes December 1, 2020** – Trustee Jelenek moved and supported by Supervisor Slee to approve the minutes of December 1, 2020 with corrections. All Ayes. Motion carried.

Board Comments and Reports:

- a. **Treasurer Galilei** - Financial Report: Before the financial report was given, Treasurer Galilei gave a statement regarding the Treasurer Report not being able to be completed in full due to many factors.
 - 1). Not having full access to all bank accounts. 2).Tax account not being properly

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reconciled. 3). General fund not being properly reconciled. 4). General Ledger not being updated. 5). Inadequate account filing. 6). Zero in-house transitional training. 7). Considerable amount of corrections needing to be made during new treasurer training with BS&A. 8). CD Accounts need personnel changes.

Treasurer Galilei reported financial update for the end of the month of December 2020, there was \$349,407.07 in General Savings. \$73,185.02 in General Checking. \$861.56 in Specific Tax account. \$2,310.80 in Park Savings. \$75,707.17 in Cemetery Fund. \$218,685. Due to a few factors out of the Treasurer's control, the CD amounts have not been updated. Once access is given at the bank, the totals will be given to the board. Subject to audit.

Trustee Jelenek request a financial and procedural audit to be completed. Using Roberts Rules during Treasurer Reporting, Trustee Jelenek motions to secure a quote to have an audit on the 8 items brought forward in the Jan 6, 2021 meeting by Treasurer Galilei. Trustee Betts seconds the motion. All Ayes. Motion passed.

- b. **Clerk Winans** - Clerk Winans brought forward a quote from B&B Lock N Door for install of pin pad entry with security for both office and hall doors. Insurance reimbursement of \$700.00 for fence repairs. Clerk reviewed current bills regarding payroll taxes that have been questioned with both Treasurer and Auditor and awaiting answers. Direct Deposit is now accessible for the township employees.
- c. **Supervisor Slee** – Supervisor Slee reported the Planning Commission is in need of 1 member and on the decision item C. Road Commission Board is rescheduled till March contingent on in person meetings.
- d. **Trustee Jelenek** – Trustee Jelenek found the new treasurer is spending many extra hours in the office, and will be recommending extra pay while treasurer is working to get the office working in a good state. Asking for an audit for both financial and procedural practices. Cyber Security-VPN- resolution follow up. Looking into the resolutions and going from page 76 of the MTA Red Book. Getting a book put together for all board members of all the resolutions and policies/procedures done by April-May.
- e. **Trustee Betts** – Will be looking into the fire alarms and security.

Committee Reports:

Fire & Ambulance: LSW did not meet. Total Fire runs for the 2020 year was 623.

Planning Commission: Betts updated board on the county meeting on PSUP's before Woodhull Planning Commission meets. Jelenek suggests discussing with Township attorney for a possible letter to County to help resolve the County/Township issue.

Park Commission: Presented by Cathy Provines. The Park board is in a transition period with newly elected park board members. The Park Commission had previously approved for 7 trees to be cut down. The board did secure and vote on tree company bids and work was completed. Welcomes any and all residents to attend next week's meeting. The board will be discussing purchasing tools that are to be used by park maintenance. Website is still being worked on to get kinks fixed. Clerk Winans suggested a liaison between Township Board and Park Board. Trustee Jelenek is willing and accepted by Park Commissioner Cathy Provines.

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Public Comments: Call to Public was opened at 7:54 p.m.; closed at 8:04 p.m.
Brought forth: Resident questions asked were regarding company used to cut park trees, and the need for park tool purchases.

Decision Items:

- a. **Bills:**
Clerk Winans brought forth discussion regarding a mileage reimbursement amount of \$20.00 that was not approved. All recurring questions regarding non-approved reimbursements will be brought to the board for decision. Winans brought forth questions for security reasons, extra keys made and to whom they were distributed.
The payroll for the month of January totaled \$10,175.00 using check #'s 27331 thru 27352. The January bills in the amount of 5,557.35 using checks #'s 27353 thru 27359 and 3 auto pay bills.
Clerk Winans moved and Supervisor Slee supported to pay the January bills as presented. Roll call vote was taken. Galilei, yes; Slee, yes; Betts, yes; Jelenek, yes; Winans, yes; Motion carried.
- b. **Appoint BOR members for 2021-2022:**
Supervisor Slee contacted all BOR members and all chose to continue their appointments. Clerk Winans moved and supported by Trustee Jelenek to appoint Mike Carlton, Jerry Rosen, Carol Maize, and Mike Bachelder as Alternate. All Ayes. Motion carried.
- c. **Planning Commission Appointment – Charles Scovill:**
Clerk Winans moved and supported by Trustee Betts to approve the appointment of Charles Scovill to the Planning Commission.
All ayes. Motion carried.
- d. **Board of Review Training:** Supervisor Slee motions to not send BOR members to training. No second. Motion Dropped. Discussion held encouraging BOR members to take the online training for \$20.00 and once done they will be reimbursed.
- e. **Current Contractual Custodial Contract Renewal:** Clerk Winans reviewed letters received from Custodian Hoberek regarding contract to be renewed at same salary pay. Trustee Jelenek reviewed his attempts to discuss contract renewal with Custodian Hoberek as per the need and requirements of job description. Clerk Winans motions that contract not to be renewed and supported by Trustee Jelenek.
Roll call taken: Slee, no; Betts, yes; Jelenek, yes; Winans, yes; Galilei, yes.
Motion carried.
Trustee Jelenek suggested that Clerk Winans take over the custodian duties on a temporary basis until we get new bids. Trustee Jelenek motions to appoint Clerk Winans as Township Custodian with pay until such time as we get new bids/job contract filled. Treasurer Galilei supports.
Roll call taken: Galilei, yes; Jelenek, yes; Betts, yes; Slee, No; Winans, yes.
Treasurer Galilei to contact Hoberek and request keys returned. Motion carried.

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- f. **Credit Card Approval Credit Card Request:** Supervisor Slee moved to deny credit card to both Supervisor and Treasurer. No second. Motion dropped. Treasurer Galilei motions to deny Supervisor Slee a township credit card, supported by Trustee Jelenek.
Roll call taken: Betts, yes; Jelenek, yes; Winans, yes; Galilei, yes; Slee, no.
Motion carried.
Clerk Winans motions to give Treasurer Galilei Township credit card, supported by Jelenek.
Roll call taken: Galilei, yes; Jelenek, yes; Winans, yes; Betts, yes; Slee, no.
- g. **FOIA Procedure Confirmation Office of Fee Schedule:** Discussion held.
Decision item dropped.
- h. **Special Meeting with Attorney January 19, 2021 at 10:00 a.m.:** Supervisor Slee moved and Clerk Winans supported to hold a special meeting with Township Attorney on January 19, 2021 at 10:00 a.m. to discuss policies, procedures & resolutions, audit proposal, personnel issues, and harassment. Jelenek will put agenda together.
All Ayes. Motion carried.
- i. **Special Budget Workshop Meeting January 19, 2021 at 1:00 p.m.:**
Clerk Winans moved and supported by Jelenek to hold Special Budget Workshop Meeting on January 19, 2021 at 1:00 P.M.
All Ayes. Motion carried.
- j.k.l. **Contracts for RESD, Laingsburg, and Perry School Agreement:** Question of additional chairperson pay for each precinct. Once Clerk gets clarification of the chairperson pay, Clerk can sign contracts. Slee moved and supported by Jelenek to sign contracts once clarification is made.
Roll call taken. Slee, yes; Betts, yes; Jelenek, yes; Winans, yes; Galilei, yes.
Motion carried.

Public Comments: Call to public was opened at 9:05 p.m.; closed at 9:09 p.m.
Comments made in regards to treasurer report of accounts being reconciled.

Old Business: Trustee Betts did temporary repairs on back door until spring when door can be replaced.

New Business: Granger trash removal issue with cemetery. Township needs bids for both cemetery and hall trash removal. Jelenek moved and supported by Winans to open bids for both cemetery and township hall trash removal.
All Ayes. Motion carried.

Adjournment: Supervisor Slee moved and supported by Clerk Winans to adjourn.
Meeting adjourned at 9:14 p.m.

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Sandy Winans, Clerk

Approved _____