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TOWNSHIP OF WOODHULL

7315 Beard Rd, Perry MI 48872

Shiawassee County, MI

August 5, 2020

Opening

The regular meeting of the Woodhull Township was called to order at 7 p.m. on August 5, 2020 at Woodhull Twp Hall by Supervisor Nickols.

Pledge of Allegiance was recited

Roll Call

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

Delegation or Visitors: Maner Costerisan Representative – Annual auditor report for township finances. Representative Nicholas Kossaras gave the annual audit report for Woodhull Township. Noting deficiencies in account reporting, and the need to get the Township in compliance with the State. Using the BS&A program for all financial accounts would put the township in State compliance. Suggested new employee training for those unfamiliar with BS&A programs. Discussion was held with the board members. Trustee Jelenek stated the Township needs to set a target date of September to get the Township financial records in compliance with the State.

Recommended Actions:

- a. **Approval of Agenda** – Clerk Winans moved and supported by Trustee Jelenek to approve the agenda. All Ayes. Motion carried.
- b. **Approval of the Minutes July 1, 2020** – Clerk Winans moved and supported by Trustee Betts to approve the minutes of July 1, 2020 with corrections to Treasurer Slee board comment report section. All Ayes. Motion carried.

Board Comments and Reports:

- a. **Treasurer Slee** - Financial Report: Slee reported financial update for the month of July 2020. Revenue Sharing \$47,848.00. General savings, \$508,307.57, general checking \$48,097.37 Specific Tax Account \$877.31, Park Savings \$37,632.47, Cemetery Fund. \$75,659.62, CD 5454 \$105,937.22, CD 5344 \$102,290.32, CD 9647 \$10,457.97 all totaling \$889, 259.85. Supervisor Nickols brought forth questions regarding Treasurer's reports, revenue sharing amounts. Board

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discussed Chart of Accounts, Cash handling procedures, cash security.
Treasurer's report subject to audit.

- b. **Clerk Winans** - Clerk Winans updated public and board on the Primary Election. There were 798 Absentee Ballots cast, 294 in person ballots cast for a total of 1092. The new AV board and second laptop and second tabulator purchase allowed for a smooth Election. We will be following up with the Postal Service in Perry on getting AV Ballots handled better for the November General Election. A big Thank You to all of the Election Workers, most especially to Deputy Clerk Galilei. Without their spectacular and tireless work processing ballots, the election would not have gone so smooth.
- c. **Supervisor Nickols** - Supervisor Nickols updated public and board the updated COVID-19 rules per Governor's order. Attendees wear masks (EO2020-153) and indoor gatherings limited to 10 (10EO-161)

Committee Reports:

Fire & Ambulance: Presented by Rick Betts: The LSW report for June had 21 Fire/Rescue and 22 Ambulance for Woodhull Township. Total of all LSW runs for 2019; Fire 314, Ambulance 208.

Park Commission: No report.

Planning Commission: No report.

Public Comments: Call to Public was opened at 7:57 p.m.; closed at 8:00 p.m.
Brought forth: Questions regarding the Township FOIA policy.

Decision Items:

- a. **Bills:**
 - 1). Payroll for the month of August totaled \$11,304.00 using check #'s 27106 thru 27122. The August bills in the amount of \$149,593.42 using checks #'s 27124 thru 27153 and autopay bills of \$1,550.30.
Trustee Jelenek motioned and Trustee Betts supported to pay the July bills as presented.
Roll call vote was taken. Nickols, yes; Slee, yes; Betts, yes; Jelenek, yes; Winans, yes; Motion carried.
- b. **FOIA Hourly Wage:**
Supervisor Nickols moved to and supported by Clerk Winans to change the hourly wage from \$9.00 to \$11.00 an hour.
Roll call vote was taken. Jelenek, yes; Winans, yes; Betts, yes; Nickols, yes; Slee, yes.
Motion carried.
- c. **FOIA Email Fee:**
Trustee Jelenek moved and supported by Trustee Betts to table decision of adding a fee for email response FOIA request. Get legal advice and write up a proposed FOIA worksheet.

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Roll call vote was taken. Winans, yes; Betts, yes; Nickols, yes; Slee, yes; Jelenek, yes.

Motion carried.

- d. **Approve LSW Emergency Services Budget:** Trustee Jelenek moved and Clerk Winans supported to approve the LSW Emergency 21/22 budget.
Roll call vote taken. Nickols, yes; Slee, yes; Betts, yes; Jelenek, yes; Winans, yes.
Motion carried.

Old Business: Brought forth old business of door locks. Trustee Betts will work on getting new locks installed.

New Business: Township offices and hall lights being switched over to LED lights. Quote from Wirostek Lighting given to get an idea of upfront cost and eventual cost savings.

Public Comments: Call to Public was opened at 8:47 p.m. and closed at 8:52 p.m. Brought forth, adding laptop computer agreement to September agenda.

Adjournment: Supervisor Nickols motioned and supported by Trustee Jelenek to adjourn.

Meeting adjourned at 8:52p.m.

Sandy Winans, Clerk

Approved _____