

PROPOSED

Meetings are recorded

TOWNSHIP OF WOODHULL
7315 Beard Rd, Perry MI 48872
Shiawassee County, MI
Special Meeting
January 19, 2021

Opening

The Special meeting of the Woodhull Township Board was called to order at 10:00 a.m. on January 19, 2021 at Woodhull Twp Hall by Supervisor Slee.

Roll Call

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

Delegation or Visitors: Township Attorney Lynn Bowne

1. Approval of Agenda – Trustee Jelenek moved and supported by Trustee Betts to approve the agenda with addition of Public Comment after 2d. and changes to 3a. Treasurer Slee. All Ayes. Motion carried.

2. Township Attorney Comments on Proposed Resolutions:

- a. **Resolution to Establish Meeting Agendas** – Trustee Jelenek moved and supported by Trustee Betts to accept the Resolution regarding meeting agenda. To Establish the Agenda for the Woodhull Township Monthly Board Meetings required to complete Township business purposes with recommendation by Township Counsel and other board members. Added FOIA report and Clerk completing agendas. Roll call taken. Jelenek, yes; Slee, yes; Betts, yes; Galilei, yes; Winans, yes. Motion carried.
- b. **Administration of Minutes** – Trustee Jelenek moved and supported by Clerk Winans to accept the Woodhull Resolution of the Administration of Meeting Minutes with changes recommended by Township Counsel with provisions of additional changes at our next board meeting. Roll call taken. Betts, yes; Galilei, yes; Slee, yes; Winans, yes; Jelenek, yes. All Ayes. Motion carried.
- c. **Establish FOIA Reporting Procedure** – Trustee Jelenek moved and supported by Trustee Betts to accept the Woodhull Township Resolution to Establish FOIA Reporting Procedure for Board Member and Public Awareness by Supporting and Approving an Agenda Item at Regularly scheduled Monthly Board Business Meeting held January 6,

PROPOSED

2021 and approved by Woodhull TWP Board per changes recommended by our Township Counsel. Roll call taken. Slee, yes; Galilei, yes; Jelenek, yes; Betts, yes; Winans, yes. Motion carried.

- d. **Establish Board Member Compensation** – Trustee Jelenek moved and supported by Clerk Winans to reaffirm the existing Woodhull Township Resolution All Ayes. Motion carried.

Public Comment: Opened at 11:10. Closed at 11:18. Trustee Jelenek wants noted he was slandered by Deputy Supervisor during public comments.

3. **Personnel Issues Impacting Township Liability:**

- a. **Treasurer Slee Misfeasance** – Questions regarding BS&A bank reconciliations not being done. Journalizing and posting to BS&A not done for last 4 years. Trustee Jelenek wants elected officials to be working together to get accounts up to date per auditor request before upcoming 2020 audit.
- b. **Accounts Payable use for contractor payment-** Questions regarding extra pay for contractor being paid through accounts payable, not payroll.
- c. **Treasurer/Trustee request for Audit to reconcile accounts/MCL:** – Bid of \$1500.00 for Audit of General Fund & Tax Accounts of April 2020 to current. Supervisor Slee motions to have Maner Costerisan to audit the General and Tax Accounts for the cost of \$1500.00 or possibly less. Trustee Jelenek seconds the motion. Roll call taken: Jelenek, yes; Winans, yes; Slee, yes; Galilei, yes; Betts, yes. Motion carried.
- d. **Trustee request to include audit of Township approved procedures:** Trustee Jelenek motioned and seconded by Supervisor Slee to have auditor audit to Woodhull TWP accounting procedures. All Ayes. Motion carried.
- e. **Harassment Issues:** The Woodhull TWP harassment policy needs to be looked at and followed.

4. **Township Cyber Security:**

a. **Violation of Board Approved requirements:**

- i. Laptop vs. personal computer
Laptop computer will be assigned to Supervisor Slee for any and all Township business to be completed on versus home computer.
- ii. Password retention by Supervisor/Clerk
All passwords for Township Board Members will be given in a sealed envelope to both Supervisor and Clerk by March 2021.
- iii. Access to office locations
Any and all Township keys will be located and then assigned with Key Assignment paperwork.

5. **FOIA abuse – improper application by Township Official:** Went over the FOIA procedures and discussed new reporting method to help alleviate any issues.

6. **Temporary wage increase for Treasurer (2-3months):**

- a. Treasurer working 40 hours/week including Sat/Sun:

PROPOSED

Trustee Jelenek proposes an hourly rate increase of \$11.00 an hour max 20 hours above the original 20 hours weekly schedule to meet the States statute prior to our Township audit. Trustee Betts seconds the motion. Roll call taken: Betts, yes, Winans, yes; Slee, no; Galilei, yes; Betts, yes.

b. MCL liability mitigation:

Trustee Jelenek stated Michigan compiled law liability mitigation if we don't follow the MCL's, we could be held liable.

7. Action to be taken when procedures are purposely violated:

a. State Statutes supported by Board Approved Procedures:

Trustee Jelenek wants board members to bring any mistakes/violations to the board for accountability factor.

b. State Law focused on personnel issues:

Trustee Jelenek wants to go through and update all personnel policies i.e. sexual harassment, VPN, and computer policies.

8. Public Comments: Call to Public was opened at 12:51 p.m. and closed at 12:55 p.m. Public brought forth comments of board members duties/responsibilities.

Attorney comments: Attorney Bowne brought suggestion to help with planning commission issues with County to draw up a letter on Woodhull Township behalf. Trustee Jelenek motions and Trustee Betts seconded to have Township Legal Attorney Bowne to write letter to County to work with Woodhull Township Planning Commission. All ayes. Motion carried.

Adjournment: Supervisor Slee for the meeting to be adjourned at 1:10 p.m.

Sandy Winans, Clerk

Approved _____