



Approved

Meetings are recorded

**TOWNSHIP OF WOODHULL
7315 BEARD ROAD, PERRY, MI 48872
SHIAWASSEE COUNTY, MICHIGAN
JULY 6, 2022 7:00 PM**

1) CALL TO ORDER

The monthly meeting of the Woodhull Township Board was called to order at 7:03 pm on July 6, 2022 by Supervisor Slee.

2) PLEDGE OF ALLEGIANCE – Recited

3) ROLL CALL: Supervisor Slee, Trustee Betts, Trustee Jelenek, Treasurer Bawks – all present. Clerk Daunt – absent

4) DELEGATION OF VISITORS: Mr. Mike Shaft, representing the historical museum, gave a report. County Clerk Caroline Wilson stated the importance of hiring a Clerk as soon as possible. She stated she will do her very best to make the election successful for Woodhull Township. It is, however, up to the Board to work with her office and together make this election successful. Heather Wirwicki, Clerk from New Haven Township, is working diligently on a daily basis to help Woodhull succeed with the election on August 2, 2022. Much responsibility lies with the Board of Woodhull Township and the Clerk position must be filled soon.

PUBLIC COMMENT: There were several citizens responding to Clerk Wilson's report. During this time Deputy Clerk, Dawn Warfle stated she was finished with her responsibilities and quit her position. She left the meeting at this time. Treasurer Bawks was given the task of taking minutes of the meeting. She was reluctant to do this.

5) RECOMMENDED ACTIONS:

A) Approval of Agenda: Additions to the agenda were: Resignations of Lesley Daunt, Clerk and Cindy Bawks, Treasurer. These two items were added to the agenda under Decision Items.

With these additions, Treasurer Bawks moved to accept the agenda, Trustee Jelenek seconded the motion. Motion carried.

B) Approval of Regular and Special Board Meeting Minutes:

Regular Meeting - May 4, 2022: Motion to accept minutes as written was made by Trustee Betts, second by Supervisor Slee. Motion carried.

Special Meeting – June 15, 2022 – Motion to accept minutes as written was made by Treasurer Bawks, second by Supervisor Slee. Motion carried.

C. BOARD COMMENTS AND REPORTS:

SUPERVISOR SLEE: She reported she had obtained an estimated price on the berm at the fire station for \$8500. An estimated price on an emergency siren for the fire station for \$26,000. She requested a price to repair the front step to the Township Hall from a contractor but has not heard back from him. The striping of the parking lot has been completed.

The Board of Review will meet at 9am on July 18th. 19th

Supervisor Slee attended the meeting at the LSW station June 15th. There was a lot of information and discussion regarding the current assessments for the ambulance service.

TREASURER BAWKS: A copy of a financial report was available for all residents and Board members. She reported the need for budget amendments before the Budget is permanently adopted into the BS&A program. There are needed adjustments to add a bank finance charge line item, the salary of the Sexton should be reduced per the Sexton's contract, and there was a need to remove \$248,443 under revenues. This money was a transfer, not a revenue. The actual deficit for the adopted budget is \$248, 443. This deficit is a result of money allocated for road repair.

Treasurer Bawks presented the Board with documentation indicating the overpayment to an employee. She stated she would leave this in the hands of the Board to make a decision regarding the repayment of this money from the employee. Attorney Bowne was contacted and his recommendation was with the documentation given to the Board.

Treasurer Bawks then read her letter of resignation.

TRUSTEE BETTS: Nothing at this time.

TRUSTEE JELENEK: He reported the contract for the Sexton is in the process of being re-written. Both parties have ten days to cancel a contract. The new contract may include paying for work May through October and preparation for funeral services.

The Backhoe was purchased for \$6000.00 from Victor Darling. ARPA Funds will be used for this purchase. This backhoe will be stored on site at the cemetery and is available for burial preparations. It is owned by the Township and may be used by Park Staff as well as Cemetery Staff. The Township has been paying a rental fee for the use of this equipment for each burial. Trustee Jelenek read several statements he had compiled quoting several MI laws which he is calling our attention to. Please see attached.

CLERK DAUNT: Absent -

C. COMMITTEE REPORTS:

- a) **FIRE & AMBULANCE:** Trustee Betts reported Woodhull had zero ambulance runs. Fire/Rescue: Fire – 3, Rescue - 18
- b) **PARK COMMISSION:** Cathy Provines reported on several activities taking place at the park. Many activities have been organized for children. There have been: 2 Art Activities, A library story time presented by Laingsburg Library. Harris Nature Center has been here and did a presentation on "Misunderstood Animals". There is a new welcome/information sign which was designed and crafted by Jerry Bawks, the Park Facility Manager. The sign was constructed from the wood of a dead Cherry Tree which had been removed from the Park. Big Cheezy Grill and The Dairy Den were at the Park. These activities were well attended and both food trucks are willing to return for another activity.
- c) **PLANNING COMMISSION:** No report given
- d) **FREEDOM OF INFORMATION ACT MONTHLY REPORT:** Supervisor Slee, FOIA Coordinator, had 3 requests.
- e. **CLERK'S OFFICE:** Absentee Ballot requests are being handled by Clerk Wirwicki from New Haven Township. She is present in Woodhull Office from the hours of 10:30am until the work for the day is completed.

COMMISSIONER JOHN PLOWMAN: He gave a report updating the citizens of recent county activity. There will be a 3.3% increase in SEV caused by inflation.

PUBLIC COMMENT: 8:12 PM – 8:35 PM – Several comments were made by residents.

A complaint was made regarding Copeland Auto Repair and Transmission for operating without a permit and excessive noise.

D. DECISION ITEMS:

- a) **BILLS:** Clerk Daunt was absent and no check registry was available. Because of these two situations the bills were presented and read by Treasurer Bawks. Motion to pay the bills was made by Treasurer Bawks, second by Trustee Jelenek. Roll call vote: Betts, yes; Slee, yes; Jelenek, yes; Bawks, yes.
- b) **CHANGE August 3, 2022 meeting date to August 10, 2022** – Due to the Primary election taking place August 2nd it has been advised to change this meeting date. Motion to change the date of August meeting to August 10th made by Trustee Betts, second by Trustee Jelenek. Roll Call vote: Jelenek, yes; Betts, yes; Slee, yes, Bawks, yes.
- c) **SUPPLIES POLICY:** Tabled
- d) **CEMETERY TREE REMOVAL:** 2 distinctly different prices for tree removal were received. The scope of work to be done was not identical. Motion by Supervisor Slee to contact J&J Tree Removal for a current price reflecting the same scope of work. Second by Bawks. All in favor 1 vote; against, 3 votes.

Motion by Trustee Jelenek to award the work to Ken's Tree Service to trim 30 trees, take down 5 identified by the arborist. He will leave the wood and the stumps. The price to be paid is ~~\$10,150~~ *12,150.* Second: Supervisor Slee. Roll Call vote: Betts, yes; Slee, yes; Jelenek, yes, Bawks, no. Motion carried *Removes logs*

- e) **PARK PAVING ARPA FUNDING:** 2 prices were obtained for this work. SA SMITH PAVING: \$54,120.00 and CB EXCAVATING: \$60,953.00. Motion by Trustee Jelenek to approve ARPA Funds to be used for Park Driveway Repaving at the cost of \$54,120.00 completed by SA SMITH PAVING. Second by Trustee Betts. Roll call vote: Jelenek, yes; Bawks, yes; Slee, yes; Betts, yes. Motion Carried.
- f) **FIRE PROOF FILE CABINET FOR TREASURE** – Tabled
- g) **RESIGNATION OF CLERK LESLEY DAUNT:** Motion by Trustee Jelenek to accept the resignation of Lesley Daunt, Clerk. Second by Treasurer Bawks. Roll call vote: Slee, Yes, Betts; Yes; Jelenek, yes; Bawks, yes. Motion Carried. It is very important to fill this position with the right individual as quickly as possible. It will be published in the newspapers. Supervisor Slee is to obtain Twp keys from former Deputy Clerk, Dawn Warfle as soon as possible.

- h) **RESIGNATION OF TREASURER BAWKS** – The Board asked her to reconsider her decision. Circumstances had changed through the evening and she could consider withdrawing her resignation. After consideration she said she would stay with 3 conditions: 1) The former deputy clerk, who just left the meeting, will not be hired for the position of Deputy Supervisor. 2) Her working hours have to decrease. She will no longer work 13 hours a day and 3) Cathy Provines will be her Deputy. She will be paid the Deputy's salary divided by 10 (there are 10 months remaining in the fiscal year and nothing has been paid out of this budget up to this date). This will be C. Provines' pay. The Board agreed and Treasurer Bawks will remain in her current position. She withdrew her letter of resignation.

OLD BUSINESS:

- a) **HALL ROOF UPDATE:** Trustee Betts has been in contact with the roof repairman. This man has been very sick with Vertigo and unable to be on the roof at the present time but will come when available.
- b) **SOUND SYSTEM UPDATE:** Trustee Jelenek has not had success finding anyone willing to complete this job. Treasurer Bawks stated she contacted the IT Person at Perry Public School to see if there was any interest in him completing the job. He is currently out of the country and will return July 11. He is very interested in the job and has just recently purchased a home in Woodhull Township. Contact should be made with him, Joshua Lambert, to set up a date to meet with the Trustees.

NEW BUSINESS:

- a) **CLEAN THE HALL CARPET** – Tabled
- b) **SET DATE FOR SPECIAL MEETING FOR BOARD TO MEET WITH ARPA COMMITTEE:** Tabled until the August meeting.
- c) **HIRE MAINTENANCE PERSON:** Tabled

MOTION TO ADJOURN by Supervisor Slee, Second, Bawks. Meeting adjourned at approximately 10:10 pm.

Minutes respectfully submitted by:

Cindy L. Bawks, Treasurer

*C. Provines,
Clerk*