

Accepted
~~PROPOSED~~

TOWNSHIP OF WOODHULL
7315 Beard Road, Perry 48872
Shiawassee County, MI
August 10, 2022 7:00 pm

Opening:

The special meeting of the Woodhull Township Board was called to order at 7:00 pm on August 10, 2022 at Woodhull Township Hall by Supervisor Slee.

Pledge of Allegiance was recited.

Roll Call:

Supervisor Slee, Treasurer Bawks, Trustee Betts, Trustee Jelenek, Clerk Provines – All present for meeting.

Delegation of Visitors:

Caroline D. Wilson, County Clerk, Heather Wirwicki, New Haven Township Clerk
Both gave Election updates, Expressed the need to hire a clerk, Provided a list of election supplies that need to be purchased. Clerk Wirwicki reported that there are a number of containers of election paperwork that are past their retention date and needs to be shredded. She recommended a local shredding company D J Roots in Owosso.

Recommended Actions:

- a. Approval of Agenda – Clerk Provines moved, supported by Trustee Jelenek, All Ayes. Motion carried.
- b. Approval of Minutes from July 6, 2022 – Trustee Jelenek made a motion to accept the minutes with the following changes: In Supervisor Slee’s comments “The Board of Review will meet on July 19th.” Under Cemetery Tree Removal “the price to be paid is \$12,150 and logs will be removed.” Supervisor Slee seconded. All ayes. Motion carried.
- c. Approval of Minutes from July 14, 2022 - Trustee Jelenek made a motion to accept the minutes as written. Trustee Betts seconded. Ayes – Trustee Jelenek, Trustee Betts, Treasurer Bawks, Clerk Provines. No – Supervisor Slee. Motion carried.

Board Reports

- a. Supervisor Slee - Has reviewed township insurance policy.
- b. Treasurer Bawks – Informed board that PNC Bank is very difficult to work with and it is very hard to get information when needed. Expressed a Thank You to Heather Wirwicki for her work on the Woodhull Township Election. As of 8/10/2022 we have had 3 residents pay taxes using the Point and Pay service.
- c. Clerk Provines – Informed board of the challenges of using Paychex to process payroll and recommends to the board that we switch to BS&A for payroll processing. This would put all of our accounting under one program and would be a more efficient use of the clerk’s time.

Supervisor Slee added e. BS&A Payroll to the agenda under Decision Items. Clerk Provines read a statement of her findings regarding electronic communication security.

- d. Trustee Jelenek – Addressed the tree removal in the cemetery, bids for a sound system for the hall and Attorney Bowne’s opinion on park commissioners serving on township board.
- e. Trustee Betts – None

Committee Reports

- a. Fire and Ambulance – No report
- b. Park Commission – Commissioner Cathy Provines reported that new entry doors and new roofs have been installed on both pavilions. The pavilions will both be painted next week. 26 children participated in our recent Children’s Art Day and 5 children attended our Library Storytime. We have pavilion reservations over the next few weeks. The park got some rain, the grass has greened back up and the park is beautiful. Come visit.
- c. Planning Commission – No report.
- d. Freedom of Information Act Monthly Report – 4 requests were received and fulfilled.

Public Comment – Items brought forward: tree removal, Scenic Lake, CD interest rates, need more poll workers, life of septic tank

Decision Items

- a. Approval of bills- Clerk Provines presented the bills to be paid for the month of July. She also presented the bills that have been received in the office since checks were written at the end of July. Supervisor Slee made a motion to pay the bills presented. Treasurer Bawks seconded. Roll Call Vote: Trustee Jelenek – Yes, Trustee Betts – Yes, Supervisor Slee – Yes, Treasurer Bawks – yes, Clerk Provines – Yes. Motion carried.
- b. Set Date for Special Meeting to discuss ARPA Proposals- Meeting was set for Sept. 13th at 6:00 pm in the township hall.
- c. Unlawful Activity- Trustee Jelenek made a motion regarding pursuing legal recourse (Motion is an attachment). Seconded by Clerk Provines. Roll Call Vote: Supervisor Slee – No, Treasurer Bawks – Yes, Clerk Provines – Yes, Trustee Betts – Yes, Trustee Jelenek – Yes. Motion carried.
- d. Electronic Communications Security Audit- Trustee Jelenek made a motion regarding performing a security audit (Motion is an attachment). Seconded by Trustee Betts. Roll Call Vote: Supervisor Slee – No, Treasurer Bawks – Yes, Clerk Provines – Yes, Trustee Betts – Yes, Trustee Jelenek – Yes. Motion carried.
- e. Trustee Jelenek made a motion that a special meeting for the purpose of discussing how to proceed be set up with the township attorney with possible dates of Sept. 20 or 21. Motion was seconded by Trustee Betts. Roll Call Vote: Trustee Jelenek – Yes, Trustee Betts – Yes, Supervisor Slee – yes, Treasurer Bawks – Yes, Clerk Provines – Yes. Motion carried.
- f. BS&A – Supervisor Slee made a motion to have Clerk Provines proceed with BS&A for payroll to be paid from General Fund and discontinue Paychex. Motion seconded by Trustee Betts. Roll Call Vote: Supervisor Slee – Yes, Treasurer Bawks – Yes, Clerk Provines – Yes, Trustee Betts – Yes, Trustee Jelenek – Yes. Motion carried.

Old Business

- a. Hall Roof Update: - No report
- b. Sound System Update: Treasurer Bawks presented a bid for a sound system for the hall. Trustee Betts made a motion to accept the bid from Joshua Lambert for a sound system to be installed in the township hall at a price not to exceed \$3500.00. Seconded by Trustee Jelenek. Roll Call vote: Trustee Jelenek – Yes, Trustee Betts – Yes, Supervisor Slee – Yes, Treasurer Bawks – yes, Clerk Provines – Yes. Motion carried.
- c. Stairway on east side of building update – Waiting for bid.

New Business

- a. A resume has been received for the clerk position. Clerk Provines volunteered to meet with the applicant to discuss the many aspects of the job.
- b. Pitney Bowes – Treasurer Bawks reported that the township is currently paying a quarterly payment of \$113.97 to rent the postage machine. Having this machine saves the township .03 on each piece of mail. Treasurer Bawks has requested the cost to get out of the contract with Pitney Bowes
- c. Hire a maintenance person (Tabled).

Public Comment – Items brought forward: Pay Fairness, Tree Removal

Adjournment – Clerk Provines made the motion to adjourn at 9:30 pm. Seconded by Treasurer Bawks. All ayes. Motion carried.

Attachments are available in the Clerk's office.

Cathy Provines, Clerk