

**TOWNSHIP OF SOMERSET  
COUNTY OF HILLSDALE, MI  
BOARD OF TRUSTEES REGULAR MEETING FOR FEBRUARY 20, 2025**

1. **CALL TO ORDER-** The regular meeting of the Township of Somerset Board of Trustees was called to order by Supervisor Shaw on Thursday, February 20th, 2025 at 7:00PM in the Somerset Center Community Room, 12715 Chicago Rd, Somerset Center, MI 49282. Attendees recited the Pledge of Allegiance. There were 16 citizens in attendance.
2. **ROLL CALL OF BOARD MEMBERS**
  - a) Supervisor Tim Shaw - Present
  - b) Treasurer Jan O'Shaughnessey - Present
  - c) Trustee Steve Meckley - Present
  - d) Trustee David Pumfrey - Present
  - e) Clerk Sharon Uyttenhove - Present
3. **ADDITIONS OR CORRECTIONS TO AGENDA-** Supervisor Shaw said Resolution 2025-3: Salary Increase for Part-time Employees will be added New Business. Hearing no further additions or corrections, Meckley moved to approve the agenda as amended. Second Pumfrey. Vote taken: Ayes: 5. Nays: 0. Absent 0. Motion carried. Amended agenda approved.
4. **SUPERVISORS COMMENTS-** Supervisor Shaw stated that attendees have 3 minutes to address the Board at the beginning and at the end of the meeting.
5. **PUBLIC COMMENT-** Opened at 7:02pm. Two (2) citizens came forward to speak. Public Comment closed at 7:05pm.
6. **PRESENTATION-** Hillsdale County Clerk Abe Dane presented the Post-Election Audit Report for Somerset Township's Precinct #2, and reviewed 2024 highlights from the Hillsdale County Clerk's office. (See Attachment #1)
7. **REPORTS**
  - a) **Fire & Rescue-** Fire Chief Friess read the January 2025 Fire & Rescue Report. Fire and EMS calls for January were 95 calls, for a total of 95 for the year, which is an increase of 3 calls compared to last year. There were 80 Medical Emergencies, 8 Fires, and 7 Vehicle Accidents. Fuel consumption was 281.4 gal of Diesel and 154.0 gal of gas. January Charges: \$34,839.75. January Credits: \$13,572.65. (See Attachment #2)
  - b) **Treasurer-** Treasurer O'Shaughnessey gave the January 31<sup>st</sup>, 2025 Treasurer's Report. All Fund Balance was \$1,945,949.25. O'Shaughnessey said there are three Certificates of Deposits that will soon reach their maturity dates and will continue to monitor current interest rates. (See Attachment #3)
  - c) **Police-** Police Chief Gessner gave the Police Report for the month of January 2025. There were 529.5 Hours Worked, 3574 Miles Patrolled, 5 Citations issued, 14 Vehicle Crashes, 15 Assists to STFD and 120 Incident Reports. Gas consumption was 301.6 gallons. (See Attachment #4)

**TOWNSHIP OF SOMERSET  
COUNTY OF HILLSDALE, MI  
BOARD OF TRUSTEES REGULAR MEETING FOR FEBRUARY 20, 2025**

- d) **Parks & Recreation-** Chairperson Monahan read the Parks and Rec. Committee Report the February 3rd, 2025 meeting. Monahan provided updates on tree limb removals and the new tables and chairs for the Rathskeller. Monahan also provided updates on the current security camera projects. There was a total of 29.5 Volunteer hours in January. (See Attachment #5)
- e) **Jerome Community Building-** Chairperson Smith-Post read the JCB Report from the February 13th, 2025 meeting. The JCB Committee discussed various projects to complete in March and prepare for the Spring Fundraiser April 12<sup>th</sup>, 2024. There are 27 rentals for 2025, and approximately 6 volunteer hours for the month of January. (See Attachment #6)
- f) **Supervisors Report-** Supervisor Shaw said he will comment on items to be discussed later in the meeting.
- g) **Assessors Report-** Supervisor Shaw read the February 2025 Assessor's Report. All permits for new construction have been appraised and entered into the assessing database. All assessments have been finalized and sent to KCI as of Feb. 6, 2025 to be printed and mailed on Feb. 14, 2025. The Board of Review dates and times will be published in the Hillsdale Daily News and will take place on March 10<sup>th</sup>, 2025 from 3pm-9pm and March 11<sup>th</sup>, 2025 from 9am-3pm. (See Attachment #7)
- h) **Zoning Administrator-** Zoning Administrator Weidner read the January 16 - February 14, 2025 Zoning Report. There were 3 Zoning Compliance Permit Requests, 3 Site Inspections, and 21 contacts with phone, emails, walk-ins and letters. Packets and letters have been sent for February 25<sup>th</sup> Zoning Board of Appeals meeting. (See Attachment #8)
- i) **Hillsdale County Commissioner-** Commissioner Leininger commented on the new Michigan Earned Sick Time Act and the county's preparedness with policy adjustments. Commissioner Leininger also said there will be an annual report from the Hillsdale County Drain Commissioner, stating that bids have started coming in for the Somerset Dam project, which is expected to be completed Summer 2025.
- j) **Hillsdale County Road Commission-** Road Commissioner Kline said there are two new swap loader trucks to be used exclusively for state roads, freeing up two current trucks to be used for county roads. The Road Commission is also monitoring the weather to determine when to implement frost laws.
- k) **Planning Commission-** The Planning Commission did not meet; there is no report.
- l) **Revenue and Expenditures-** Clerk Uyttenhove reviewed the Revenue and Expenditures Report for the period ending January 31, 2025. Uyttenhove said incoming winter taxes have started to be dispersed and encouraged all departments to continue monitoring expenditures closely for the remainder of the fiscal year. (See Attachment #9)

**7. FINANCES**

- a) **January Bills and Payroll through February 15<sup>th</sup>, 2025 as prepared by Deputy Clerk Vozenilek-** Clerk Uyttenhove reviewed the January 2025 Accounts Payables and Payroll. Uyttenhove moved to approve Accounts Payables of \$67,824.07 and Payroll of \$74,907.70 for a total of \$142,731.77. Second O'Shaughnessey. Roll call Vote was taken with Ayes: O'Shaughnessey, Uyttenhove, Meckley, Pumfrey, and Shaw. Nays: None. Absent: None. Motion carried. (See Attachments #10 & #11)

**TOWNSHIP OF SOMERSET  
COUNTY OF HILLSDALE, MI  
BOARD OF TRUSTEES REGULAR MEETING FOR FEBRUARY 20, 2025**

8. **CONSENT AGENDA-** Clerk Uyttenhove moved to approve the Consent Agenda as presented. Second Pumfrey. Vote taken. Ayes: 5. Nays: 0. Absent 0. Motion carried. Consent Agenda approved.

a) Approve Minutes from January 16<sup>th</sup> Regular Board Meeting

9. **UNFINISHED BUSINESS**

a) **Security Cameras at McCourtie Park-** Chairperson Monahan stated in the Parks and Recreation Report that the Committee will need to vote on the cameras before making a recommendation to the Board. No action was taken at this time.

b) **LRS Contract for Municipal Building-** Clerk Uyttenhove said that they received the contract with LRS waste management services. Uyttenhove moved to approve the LRS service agreement for the municipal building at a cost of \$199.00 per month. Second Meckley. Vote taken. Ayes: 5. Nays: 0. Absent 0. Motion carried. (See Attachment #12)

c) **Invoice Cloud cancellation of contract-** Treasurer O'Shaughnessey stated that the Township has not received the requested contracts from Invoice Cloud and has informed township attorneys. No action was taken at this time.

d) **FOIA Procedure-** Clerk Uyttenhove said the proposed Public Summary of FOIA Procedures and Guidelines is still being reviewed. No action was taken at this time. (See Attachment #14)

e) **Snow Plow Contract-** Clerk Uyttenhove reviewed the current Snow Plow Contract from Tom Trumble. Following discussion, Uyttenhove moved to approve the snow plow contract as presented. Second Meckley. Vote taken. Ayes: 5. Nays: 0. Absent 0. Motion carried. (See Attachment #13)

f) **Solar Energy Project-** There are no new updates at this time. No action was taken.

10. **NEW BUSINESS**

a. **Approve Independence Day Fireworks \$16,000 for July 5<sup>th</sup>, 2025 (rain backup July 6<sup>th</sup>)-** Clerk Uyttenhove reviewed the quote from Great Lakes Fireworks LLC and said the fireworks celebration at McCourtie Park will be on Saturday, July 5<sup>th</sup>, 2025. Following discussion, Meckley moved to approve the fireworks contract as presented. Second Pumfrey. Roll Call Vote taken with Ayes: Pumfrey, O'Shaughnessey, Uyttenhove, Meckley, and Shaw. Nays: None. Absent: None. Motion carried. (See Attachment #14)

b. **Resolution 2025-2: Rules for Public Meetings-** Supervisor Shaw reviewed the proposed resolution to adopt rules for public meetings. Following discussion, Meckley moved to approve Resolution 2025-2 with the following revisions: remove the first sentence on line #2 distinguishing between the first and public comment and remove line #5 regarding public audio and video recording devices. Second O'Shaughnessey. Roll Call Vote taken with Ayes: Meckley, Pumfrey, O'Shaughnessey, Uyttenhove, and Shaw. Nays: 0. Absent: 0. Motion carried. (See Attachment #15)

c. **Resolution 2025-3: Salary Increase for Part-Time Employees-** Supervisor Shaw reviewed the proposed resolution to establish a minimum wage of \$19.00/hour for part-time employees. Following discussion, O'Shaughnessey moved to approve Resolution 2025-3 with the following revision: add in "excluding Police and Fire Department employees" to the first line. Second Meckley. Roll Call Vote taken with Ayes: Pumfrey, O'Shaughnessey, Uyttenhove, Meckley, and Shaw. Nays: None. Absent: None. Motion carried. (See Attachment #16)

**TOWNSHIP OF SOMERSET  
COUNTY OF HILLSDALE, MI  
BOARD OF TRUSTEES REGULAR MEETING FOR FEBRUARY 20, 2025**

11. **PUBLIC COMMENT-** Opened at 8:38PM. Four (4) people came forward to speak. Public Comment closed at 8:46PM.
12. **BOARD COMMENT-** The Board discussed the purpose of Public Comment and the appropriate times when the dialogue should take place during the meetings.
13. **ANNOUNCEMENTS-**
  - a) Next Regular Board Meeting will be Thursday, March 20<sup>th</sup>, 2025 at 7:00pm at the Somerset Center Community Room: 12715 East Chicago Road, Somerset Center MI, 49282

**Hearing no further business, Supervisor Shaw adjourned the February 20th, 2025 Board Meeting at 8:47pm.**

**Respectfully submitted by Shaina Kulczycki, Somerset Township Coordinator.**

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