

## TOWNSHIP OF SOMERSET, COUNTY OF HILLSDALE, MICHIGAN

### BOARD OF TRUSTEES MINUTES FOR May 16, 2024 DRAFT/Page 1 of 7

**CALL TO ORDER** - The regular meeting of the Township of Somerset Board of Trustees was called to order by Supervisor Shaw on Thursday, May 16th, 2024 at 7:00PM in the Somerset Township Community Room, 12715 E. Chicago Rd. Somerset Center, MI, 49282, The Pledge of Allegiance was said. There were 12 citizens in attendance. Roll Call of Board members:

Supervisor - Tim Shaw – (Present)

Treasurer - Sharon Grech - (Present)

Trustee - Steve Meckley – (Present)

Trustee - David Pumfrey - (Present)

Clerk - Mike Bohnet – (Present)

**AGENDA** – Supervisor Shaw asked if there were any corrections to the agenda. Meckley moved to approve the agenda as presented. Second Bohnet. Vote taken: Ayes: 5. Nays: 0. Absent 0. Motion carried. Agenda approved.

**SUPERVISOR COMMENTS** –Supervisor Shaw said that attendees have 3 minutes to address the Board at the beginning and at the end of the meeting.

**PUBLIC COMMENT** - Opened at 7:01 PM. No citizens came forward to speak. Public Comment closed at 7:01 PM.

**Fire & Rescue** – Fire Chief Friess gave the Fire & Rescue report for the month of April, 2024. Fire and EMS calls for April 2024 were 63 calls for a total of 294 calls, which is an increase of 13 calls compared to last year. There were 52 Medical Emergencies, 3 fires, 5 vehicle accidents and 3 other calls. Fuel consumption was 117.5 gal of Diesel and 110.1 gal. of gas. (Attachment #1)

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**Treasurer Report** – Treasurer Grech gave the April 30, 2024 Treasurer’s report. Grech reviewed all bank accounts. All funds balance was \$3,117,679.54. Grech made a motion to convert the Wells Fargo MBS CD that expires May 3, 2024, to the Flagstar Bank CD for a 15 month term, at a rate of 5.20%. Second Meckley. Roll call Vote was taken with Ayes: Grech, Bohnet, Meckley, Pumfrey and Shaw. Nays: None. Absent: None. Motion carried. (Attachments #2 and #3).

**Police Report** - Police Chief Gessner gave the Police report for the month of April, 2024. Hours worked were 334.5, miles patrolled were 2,733 and there were 2 citations issued, 6 vehicle crashes, 4 assists to STFD and 73 incident reports. Gas consumption was 245.7 gallons. Chief Gessner provided updates on acquiring the new Police vehicle and Officer McKenna’s training progress. (See Attachment #4).

**Parks & Rec Committee** - Dan Monahan read the Parks and Rec. Committee report from the April 1st, 2024 meeting. Woody browse was cleaned up during two volunteer days in April, focusing efforts along the bridges. Five new trees were planted for the disc golf course. Holes were drilled and the site was prepped for new pathway lighting near the Rathskeller. Baseball fields are set up and being used regularly for the season. There were a total of 152.5 volunteer hours for April. Shaw made a motion to approve the 2024 McCourtie Park Event list as presented. Second Meckley. Vote taken. Ayes: 5. Nays: 0. Absent 0. Motion carried. (See Attachments #5 and #6)

**Jerome Community Building** — Delores Smith-Post gave the JCB report from the May 9, 2024 meeting. The Committee discussed the best way to insulate the basement outer walls, and tabled the topic until next month. The 2024-25 budget was reviewed. There were a total of 8 volunteer hours, and 31 rentals on the books so far. (See Attachment #7).

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**Supervisors Report** – Supervisor Shaw said he is waiting on updates about the dam repair project at Lake Somerset, as well as the new Sauk Trail contract from the Hillsdale County Road Commission. Shaw shared a quote for Professional Communications Services, Inc. to relocate the server and organize IT equipment more effectively. More information will be presented at the next BOT meeting. New garage doors were replaced on the fire building, and the Township parking lot will be repaved in June. (See Attachment #8)

**Assessor Report** — Supervisor Shaw read the May 2024 Assessor’s Report. All Disabled Veterans Exemptions have been entered into the database. All documentation received by the Hillsdale County of Register of Deeds Department is up to date and entered in the database. (See Attachment #9)

**Zoning Administrator** – Supervisor Shaw read the Zoning Report for April 18, 2024 through May 14, 2024. There were 2 Zoning Compliance permit requests, 1 Lot Split, and 53 contacts (phones, emails, walk-ins, and letters). (See Attachment #10)

**Hillsdale County Commissioner** – Commissioner Brent Leininger discussed Hillsdale County’s accepted bid for the Motorola 800 Megahertz Radio proposal, which will be on the August 6, 2024 ballot. The proposal is contingent on voter approval for a millage, at a rate of .99 mills per year for a period of 10 years.

**Hillsdale County Road Commission (HCRC)**– Commissioner Mark Kline gave the HCRC report. Kline stated that scraping had started on many roads, and pending weather, brining will begin on gravel roads starting in Litchfield Township. Kline said the bridge work by Territorial Road is on track for completion in June. Kline asked the Township to notify the HCRC of any solar farm requests, to determine if a contractual road agreement is needed in case of damage that incurs during installation.

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**Planning Commission** — Steve Meckley reviewed the Planning Commission meeting held on May 14, 2024. Richard LaRowe entered the meeting at 7:44pm, and updated the Board on the Large Solar CUP draft document that has been prepared. Following discussion, the issue was tabled until the next scheduled meeting.

**Crystal Lake/ Perch Lake SAD** — Clerk Bohnet reviewed revenues and expenditures for the Crystal Lake/ Perch Lake SAD. Revenue is \$69,790.75 and Expenses were \$47,551.78. Account balance is \$22,238.97. (See Attachment #11).

**Election Report** – Clerk Bohnet read the Election Report. The next Elections will be the Primary Election on August 6, 2024, and the General Election on November 5, 2024. Voting options will include early voting, in-person voting, and absentee voting. Bohnet stated that the Affidavits for Uyttenhove (Clerk) and Pumfrey (Trustee) were not accepted by the County Clerk, so they will have to be write-ins for the August 6, 2024 Election. (See Attachments #12 and #13).

**Flash Report 3-31-24** - Clerk Bohnet reported that expenditures of \$2,892K exceeded revenues of \$2,528K by \$364K YTD April 30, 2024. Expenditures were 78% of the 2023/24 Amended Budget of \$3,703K. Burn Rate for the next 2 months is \$619K. (See Attachments #14 and #15).

**April 2024 Bills and Payroll as prepared by Deputy Clerk, Uyttenhove** - Clerk Bohnet reviewed the April 2024 accounts payables and payroll. Bohnet moved to approve accounts payables of \$132,555.03 and payroll of \$56,979.97 for a total of \$189,535.00. Second Pumfrey. Roll call Vote was taken with Ayes: Pumfrey, Grech, Bohnet, Meckley and Shaw. Nays: None. Absent: None. Motion carried. (See Attachments #16, #17, and #18)

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**CONSENT AGENDA** - Supervisor Shaw asked the Board's wishes regarding the Consent Agenda. Meckley moved to approve the Consent Agenda as presented. Second Grech. Vote taken. Ayes: 5. Nays: 0. Absent 0. Motion carried, Consent Agenda approved.

Approve Minutes from April 18, 2024 Regular Board Meeting.

Communications for May, 2024.

### **UNFINISHED BUSINESS**

**Fire Building addition-** Supervisor Shaw stated that the Fire Building addition is near completion. Final costs for gas line and concrete work will be presented at the June, 20th 2024 Board of Trustees meeting. (See Attachment #19)

**Budget Amendment 4th Quarter 2023-24-** Clerk Bohnet read the Budget Amendments as presented. Following discussion, Bohnet moved to increase the budget by \$23,500 to a new 2023-2024 amended budget of \$3,726,737. Second Meckley. Roll call Vote was taken with Ayes: Grech, Bohnet, Meckley, Pumfrey and Shaw. Nays: None. Absent: None. Motion carried.  
(See Attachment #20)

**Parks and Rec Fees-** Shaina Kulczycki reviewed the proposed rental fees and open hours for the Rathskeller. Following discussion, Grech moved to approve the open hours and rental fees as presented, with the addition of a \$200 security deposit for both residents and non-residents. Second Meckley. Roll call Vote was taken with Ayes: Bohnet, Meckley, Pumfrey, Grech, and Shaw. Nays: None. Absent: None. Motion carried. (See Attachment #21)

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**Computer Ties Contract-** Clerk Bohnet stated that the Township is still waiting on the contract. The issue was tabled until the next Board of Trustees meeting on June 20, 2024.

#### **NEW BUSINESS**

**2024 Millage-** Clerk Bohnet reviewed the 2024 Millage Request Report to prepare for budget appropriations at the Year End Annual Meeting. A public hearing will be scheduled on Thursday, June 27, 2024 at 7pm. No action was taken at this time. (See Attachment #22)

**2024 Audit Engagement Letter-** Clerk Bohnet reviewed the Township audit quote from Maner Costerisan. Following discussion, Bohnet moved to approve the 2024 Audit Engagement Letter from Maner Costerisan at a cost of \$15,000. Second Grech. Roll call Vote was taken with Ayes: Bohnet, Meckley, Pumfrey, Grech, and Shaw. Nays: None. Absent: None. Motion carried.  
(See Attachment #23)

**Year End Meeting Date - Thursday, June 27, 2024 7PM-** Clerk Bohnet moved to set the year end meeting and public hearing date for Thursday, June 27, 2024 at 7pm. Second Meckley. Vote taken. Ayes: 5. Nays: 0. Absent 0. Motion carried.

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**Assessor 3 Year Contract-** Clerk Bohnet reviewed the Independent Contractor Agreement with Assessment Administration Services LLC. Bohnet moved to approve the Assessor 3-year contract, with the cost of \$98,700 for the first year, \$101,160 for the second year, and \$103,680 for the third year. Second Pumfrey. Roll call Vote was taken with Ayes: Grech, Bohnet, Meckley, Pumfrey, and Shaw. Nays: None. Absent: None. Motion carried. (See Attachment #24)

**2024-2025 Budget-** Clerk Bohnet reviewed the 2023/24 and 2024/25 budget analysis. Following discussion, Bohnet asked the Board to review the first drafts of proposed 2024/25 budgets, to be finalized at the Year End meeting on June 27, 2024. (See Attachments #25 and #26)

#### **ANNOUNCEMENTS –**

Township Clean-up May 18, 2024 8am-1pm

Memorial Day - May 27, 2024 Township Offices Closed

Juneteenth - June 19, 2024 Township Offices Closed

Decker Insurance meeting with Kevin Decker June 3, 2024 at 11:30am

**PUBLIC COMMENT-** Opened at 8:32PM. One (1) citizen came forward to speak. Public Comment closed at 8:34PM.

**Board Comment-** Supervisor Shaw stated the Township is considering a redesign of the Township Flag. Shaw also stated that he would like to have pictures taken of the current Board to keep for Township records moving forward.

**Hearing no further business Supervisor Shaw adjourned the May 16, 2024 Board Meeting at 8:36PM.**

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