

Victor Township Board Minutes – March 6, 2012

Call to Order and Pledge:

The regular monthly business meeting of the Victor Township Board was held at the Township Hall, 6843 Alward Road, Laingsburg, MI 48848. Supervisor Malkin called the meeting to order at 7:00 pm. The pledge to the flag was given.

Roll Call of Members: Members present: Malkin, McDonald, Wall, Morris, and Ginther.
Members Absent: 0. other governmental representatives in attendance: None

Public Comment: Eleven members of the community were present. The Drain Commission is working on 982 east branch of Maple Drain and will be conducting a “Clean Community Event” on 4/21/2012

Agenda: Moved by Morris, Seconded by Ginther to accept the agenda as amended with the addition of the Road Race and a proposal from Motion, Marketing & Media (M3) for work on the Township web page. Motion carried: #yes 5, #no 0, #abstain 0.

Minutes: Moved by Ginther, seconded by McDonald to accept the minutes of February 7, 2012 as amended. Richard Colf’s name was miss-spelled under minutes and planning commission.

Treasurer’s Report: The Treasurer’s Report was accepted as written. Supervisor Malkin had an issue with the report not having account codes on the report. Treasurer McDonald responded that the report has never had the account codes but that he would consider making that change.

Approval of Bills: Moved by McDonald, Seconded by Wall, to approve payment of bills and to pay accounts payable in the amount of \$29,784.42, Checks #011209-011177 with Check # 011158 void. #yes 5, #no 0, #abstain 0. Move by McDonald, Seconded by _____, to pay payroll in the total amount of \$8,973.92; Checks #-11209-11224 #yes 5, #no 0, #abstain 0.

Reports:

Planning (Next meeting March 27, 2012 7:00 PM Township Hall). Trustee Ginther reported that the Planning Commission had a short meeting with Vern Stephens absent. The commission discussed the wind turbines in Fowler. Shirley Hazel was recommended for a new term from 2012-2014 and Kelly Chadwick was recommended for a term from 2012-2015. Malkin moved and Ginther seconded to approve those terms. Motion passed 5-0.

7:15 PM: Public Hearing on the 2012-2013 proposed Victor Township Budget

The Board moved into a public hearing On the proposed 2012-2013 budget. Supervisor Malkin raised the issue of errors still remaining in the proposed budget generated from our new accounting and finance software. Clerk Wall said he was sorry that there were still errors but we have only been working on the new software since January and that some glitches in the conversion and adoption of the new software are understandable. Treasurer McDonald stated that we should be able to get these issues corrected prior to the start of the new fiscal year. Clerk Wall stated that he was working with the new vendor to resolve these issues and would involve the Supervisor in future discussions. Supervisor Malkin wanted to discuss the deputy clerk's budget. In 2011 the deputy clerk's budget was \$7,000, the Clerk has proposed \$6600 and Supervisor Malkin recommended that be reduced to 3,000. Clerk, Wall responded that the proposed deputy clerk's budget was necessary to move forward on all the projects that are the Clerk's by statue or by Board appointment. Further he stated that many of those projects have not been completed over the course of years. Also contributing to the issue was the appointment of three deputy clerks in the 2011 FY and the conversion of all the financial and accounting software in the Clerk's office. The Supervisor repeated his opinion that the Clerk should be able to do all of this on his own with a reduced deputy clerk's budget. The Clerk disagreed. Treasurer McDonald suggested that we keep the proposed Deputy Clerk's budget at \$6600.00 for 2012-2013 FY and reassess the issue and the progress of the projects under the Clerk's office at the end of the 2012-2013 FY. The Board moved on to a discussion of the Township budget for roads. Supervisor Malkin recommended that we reduce the 2012-13 budget for roads by not approving the project for Lake Victoria (Falkirk Dr., Dublin Dr., Belfast Dr., Kildare Dr., and Highland Dr.) He suggested that we should reserve that money so that additional funds would be available in 2013 for improvements to Alward Road. Discussion of the pros and cons of this proposal were considered. Treasurer McDonald commented that Lake Victoria residents were the single largest constituent group in the Township and they were critical to the passage of the last millege proposal. Supervisor Malkin thought that the Lake Victoria residents would not react negatively if the 2012-13 FY budget did not have funding for Lake Victoria and new budget in the 2013-2014 budget would resume funding. Treasurer McDonald disagreed and suggested that if we want to pass a new road millage budget next year we should take care of the proposed Lake Victoria project. Treasurer McDonald also suggested that the reserves held by Victor Township are sufficient to help fund the Lake Victoria project this year. The board agreed to fund the Lake Victoria project as proposed. The CAFR budget was discussed and Treasurer McDonald asked if CAFR's budget next year was going to be adequate to fund the current service and protection. Additionally he asked if the \$80,000.00 that Victor Township had advanced to CAFR would be repaid in 2012-2013 FY. Neither Trustee Ginther nor Supervisor Malkin, who are on the CAFR Board, thought that CAFR would have the funds in the budget to repay the advance. Greenbush Township turned down their road millage and currently do not have the funds available to pay their share of the CAFR

budget. The CAFR Board is in negotiation with another township to join CAFR but that contract has not been signed and received. Supervisor Malkin also stated that CAFR was having trouble keeping enough fire fighters further complicating the matter. The Board agreed to move forward with the proposed budget for CAFR agreeing that we need the services. The proposed budget as discussed and agreed to was moved forward. The Board returned to its regular agenda at 8:02 PM.

CAFR Next Meeting March 13, 2012 7:00 PM Fire Station # 1. Supervisor Malkin stated that CAFR completed five fire runs last month.

County Officials: None present.

Correspondence(s): Received and acknowledged. Sherriff's report for Victor Township, Clinton County and Clinton County jail has been received.

Unfinished Business:

Review/update township Policies and Procedures. Nothing to report.

Budget 2012-2013. The budget presented by the Supervisor and as discussed was moved forward. The Board discussed the timing of the approval of the budget and Treasurer McDonald stated that as long as the budget was approved prior to any 2012-13 actions we would be in accordance with policy and procedures. Any bills and payroll for March are still being paid within the 2011-12 FY Budget.

Fire Runs to write off. It was agreed that more information was needed to make a decision on writing off additional fire runs. Ginther moved and McDonald supported that we agree to waive the Fire run payment from Phillips of \$800. Ginther suggested that we may have to do additional waivers because of the economy. Motion passed 5-0.

Contracts. The following contracts were approved for the period of 2012-2015. First Choice (mowing Reed, Stilson, & Blood Cemeteries and snow plowing the Township Hall parking lot. Redman's Helpers (Janitorial Service for Township Hall); and Mark's Excavating, (Sexton's service). All contracts were approved 5-0.

New Business:

Planning Commission. (Hazel:2012-2014: Chadwick; 2012-2015). Malkin moved and Ginther seconded to approve those terms. Motion passed 5-0.

Minnie Beuhler Cemetery Trust: (Resolution 2012-1). The Township has received a request from the Clinton Co. Treasurer to accept the Minnie Beuhler Cemetery Trust from the County.

The Trust only contains \$200 and costs more to administer. McDonald moved and Ginther seconded that the Board pass Resolution 2012.2. On a roll call vote the motion passed 5-0.

Copier Replacement: Wall requested approval to move forward and sign the contract to lease a new copier, scanner, fax machine from IKON Office Solutions, Inc. and to install a new dedicated phone line for the fax. Wall moved and McDonald seconded to approve these actions. Motion passed 5-0. Shirley Vail suggested that the Board look into giving the old copier to a non-profit such as Habitat for Humanity. Wall said he was looking into doing this and would contact Habitat for Humanity.

Insurance: The Board discussed the three bids that were received for insurance for the Township. Larry Cleaver, representing Burnham & Flower, was in attendance. Wall asked Larry Cleaver why the Burnham & Flower bid was substantially lower than the other two bids. Cleaver stated that the insurance industry was very competitive and that Burnham & Flower was able to submit a lower bid because of the large number of townships that they represent. Malkin moved and Wall seconded to accept the bid from Burnham & Flower and to authorize the Clerk to sign the contract. The motion was approved 5-0.

Salary Resolutions: Assessor 2012:02; Clerk 2012:03; Treasurer 2012:04; Supervisor 2012:05; Trustee 2012:06. The Board discussed the salary resolutions for 2012-2013 FY. There was no increase in any salary. All Resolutions passed 5-0.

Web Site Development: Supervisor Malkin inserted another item to the agenda that was not approved previously. Clerk Wall had submitted a proposal from Motion, Media & Marketing (M3) that would review the Township's website. There are a number of areas in the website that needs to be updated and M3 would review, identify and recommend changes to make the website visually more attractive and easier to navigate for community users. The website has not been updated in a long time and the Clerk stated that he thought this was necessary along with functional changes that need to be made to the website. Wall mentioned that information regarding renting the Township's facilities is buried under information about burn permits. Because rentals of the Township's facilities are budget revenue generating cost center they should be prominently displayed on the website. Pete Preston recommended that the Board should also look at including a "dashboard" that the governor's office is using to track progress in government. McDonald stated that this work would need to be budgeted. McDonald moved and Wall seconded that an additional \$4,000 be added to "General Government Expense" account to pay for this activity. Wall recommended that we not move on this proposal because he had another company that he wanted to research. Wall also mentioned that IT Right our "domain" manager and I.T. technical consultants would do the actual work and that it would be a part of our existing contract.

Extended Public Comment: Supervisor Malkin reported MSU is planning on a bike road race on March 31st and they will be using a number of roads in the Township. A motion was made by Malkin and seconded by McDonald to acknowledge the road race. The Township will meet with the Road Commission on 3/28/12 at 1:30 PM.

Without any objection the meeting will be adjourned at 9:20 PM.