

## Lawrence Township Regular Board Meeting

**October 11, 2018**

The Regular Monthly Board Meeting was called to order at 7:00 p.m.

Present: Donna Spenner, Supervisor; Kim Thompson, Clerk; Theresa Stroud, Treasurer; Russ Reynnells, Trustee and Sal Campagna, Trustee

Also Present: Brien Heckman, Rick Boze, Sheryl Moses, Don Hanson, Maria Di Prima, Mike Carpp, Officer Todd Skinner, Steve Bryer, Judge Kathleen Brickley and Dan Staunton.

Motion by Campagna and second by Stroud to approve the September 13, 2018 Minutes as presented. All aye. Motion carried.

Motion by Reynnells and second by Campagna to approve the October 2018 expenditures as amended. Roll call vote. All aye. Motion carried.

**General Fund Totaling: \$23,232.75**

Expenditure	Amount	Description
<b>Aflac</b>	<b>\$115.40</b>	<b>Optional Insurance</b>
Associated Government Services	\$210.00	ZBA/Land Division
AT&T	\$82.24	Cemetery Communications
Attorney Brien Heckman	\$1,198.50	Misc/Meetings/Zoning
Best Way Disposal	\$123.87	Dumpster Rental - Lions Club Bldg
Comcast	\$39.96	Internet Service Provider
Consumer's Energy	\$75.49	Utilities-GF Fire Hall
Consumer's Energy	\$66.51	Utilities-Cemetery Memorial
Crystal Flash	\$268.32	Cemetery Fuel
Don Gilchrist & Associates	\$2,500.00	Boundary Survey with Topographical Survey
Doubleday Office Products	\$45.47	Clerk Office Supplies
Field Plumbing and Heating	\$270.00	Boiler Maint - Library
First National Bank - Omaha	\$500.00	Treasurer Postage
First National Bank - Omaha	\$934.96	Assessor Postage/Software/Training
First National Bank - Omaha	\$507.81	Training/PPWT Luncheon Meeting
Frontier	\$239.99	Communications
IRS	\$1,413.51	EFTPS Monthly Tax Payment
Jim Smith The Plumber	\$695.00	Install 5 Toilets - Lions Club Bldg
Kim Thompson	\$741.99	Reimbursement for 2 Election Laptop Computers
Paw Paw Lock & Key	\$215.00	Cylinder Change and Dup Keys - Lions Club Bldg
Ricoh	\$148.21	Copier Contract
Siegfried Crandall PC	\$1,000.00	Audit Fees
State of Michigan	\$250.09	Payroll Taxes

Thayer, Inc.	\$320.62	Rugs for Building
US Post Office	\$50.00	Annual Township PO Box Rental
Van Buren Co. Clerk	\$55.65	Voter Card Printing - 3rd Quarter
Van Buren Co. Sheriff's Office	\$1,049.51	Contracted Services - Officer Skinner
Van Buren Conservation District	\$255.04	Household Hazardous Waste Recycling Agreement
Village of Lawrence	\$16.85	Garbage Service
Vineyard Press, Inc	\$80.50	Planning Commission Publishing
Wolf Kubota	\$56.89	Cemetery Equipment Repair/Maint
<b>Subtotal</b>	<b>\$13,527.38</b>	
<b>Payroll</b>		
Ben Brousseau	\$2,011.04	Assessor Salary
Donna Spenner	\$1,042.00	Supervisor Salary
Kim Thompson	\$1,047.46	Clerk Salary
Theresa Stroud	\$1,203.00	Treasurer Salary
Salvatore Campagna	\$440.50	Trustee Quarterly Salary
Russell Reynnells	\$362.50	Trustee Quarterly Salary
<b>Subtotal</b>	<b>\$6,106.50</b>	
<b>Consent Items Already Paid</b>		
Barry S. Earls	\$1,931.99	Sexton Wages (9/14/18; 9/28/18)
Charles Moses	\$412.31	PT Sexton Wages (9/14/18; 9/28/18)
Chris Carpp	\$154.62	PT Sexton Wages (9/14/18; 9/28/18)
IRS	\$759.65	Federal Payroll Tax
State of Michigan	\$142.09	State Payroll Tax
Sheryl Moses	\$198.21	Dep Treasurer Wages (9/14/18; 9/28/18)
<b>Subtotal</b>	<b>\$3,598.87</b>	
<b>Grand Total</b>	<b>\$23,232.75</b>	

**LTES Fund Totaling: \$17,247.46**

Expenditure	Amount	Description
Aflac	\$122.43	Optional Insurance Coverage
BoundTree Medical	\$150.97	QR Operating Supplies
Christina Benson	\$50.00	QR Training
Comcast	\$19.99	Internet Service
Consumers Energy	\$301.94	Utilities
Crystal Flash	\$494.38	Fuel Expense
Doubleday Office Products	\$225.28	Office Chair/Office Supplies
EJ Metals, Inc.	\$135.83	5 Gallon Class A Foam
First National Bank - Omaha	\$903.52	Supplies/FD Training/QR Training/FH Supplies
Frontier	\$118.21	Communications
Gall's	\$116.60	FD - Personal Protection Equipment
Interstate Sign Products, Inc.	\$179.50	Address Sign Supplies
IRS	\$556.31	EFTPS Payroll Taxes

Kellogg Hardware	\$169.94	Supplies/FH Repairs & Maint
Look Sharp	\$205.60	FD - Personal Protection Equipment
Mike Anchor	\$146.00	Communications & FD Expense Reimbursement
Moses Fire Equipment	\$883.49	Connector/Water Tank/Hose Repair
Nye Uniform	\$302.04	FD - Personal Protection Equipment
Ricoh	\$148.20	Copier Contract
State of Michigan	\$123.34	Payroll Taxes
Thayre, Inc.	\$766.27	Rug Runners
Village of Lawrence	\$16.84	Garbage Service
Village of Lawrence	\$206.44	Utilities
Walmart	\$36.29	Supplies
<b>Subtotal</b>	<b>\$6,379.41</b>	
<b>LTES Payroll</b>		
Michael Beach	\$323.19	Wages
Charles Carpp	\$34.78	Wages
Michael Carpp	\$393.49	Wages
Michelle Curtis	\$335.91	Wages
Morgane Curtis	\$265.48	Wages
Barry S. Earls	\$300.84	Wages
James Fein	\$81.58	Wages
Steve Fry	\$154.11	Wages
William Gaborik	\$284.93	Wages
Rolla Hemingway	\$208.51	Wages
Steven Lowe	\$364.37	Wages
Eric Mills	\$150.60	Wages
<b>Subtotal</b>	<b>\$2,897.79</b>	
<b>Consent Items Already Paid</b>		
Michael Anchor	\$3,509.37	Chief Salary (9/9/18; 9/28/18)
Karen Hardin	\$2,496.31	Secretary Wages (9/9/18; 9/28/18)
State of Michigan	\$330.98	State Payroll Tax
IRS	\$1,871.43	EFTPS Payroll Tax
<b>Subtotal</b>	<b>\$8,208.09</b>	
<b>Grand Total</b>	<b>\$17,247.46</b>	

**Building Fund Totaling: \$1,452.00**

<b>Expenditure</b>	<b>Amount</b>	<b>Description</b>
AGS	\$1,452.00	4 Bldg/4 Elect/2 Mech/1 Plumbing
<b>Total Proposed Expenditures</b>	<b>\$1,452.00</b>	

**Judge Kathleen Brickley** presented the Board with an informational update on the Van Buren County Court System.

**Steve Bryer of Siegfried Crandall, PC** presented the audit report. He reviewed the Balance Sheet as well as the Income/Expense Statements. The Township has received a clean opinion on the audit.

A motion to approve the audit report as presented was made by Thompson and second by Reynnells. Roll call vote. All aye. Motion carried.

**Van Buren County Road Commission**

Rick Boze reported that there were 9 service requests last month with 1 being unresolved. The crush and shape on CR 374 are in progress. The millage will be back on the ballot in November. There will be an informational meeting on October 18<sup>th</sup> at the Conference Center. All are encouraged to come.

**Van Buren County Sheriff Department**

Officer Todd Skinner reported that there were 26 calls for the month of September. The Township's blight and ordinance enforcement are going well.

**Van Buren County Board of Commissioners**

Commissioner Hanson informed the Board that the county has purchased 5 new sheriff vehicles. The new plat books for 2018 are available for purchase for \$30.00 each.

**LTES**

Chief Anchor discussed purchasing dash cameras for LTES vehicles and will seek quotes to present at the next meeting. The Sam Knight house is scheduled for a training burn with Hartford FD on October 18<sup>th</sup>. The Chief will be working on the air pack grant which is due on October 26<sup>th</sup>. The membership has recommended Kyle Kelly for LTES membership.

A motion to approve Kyle Kelly for probationary membership was made by Reynnells and second by Campagna. All ayes. Motion carried.

**Treasurer**

Treasurer Stroud presented the treasurer's report. Delinquent Personal Property Taxes in the amount of \$63,844.00 have been collected.

A motion by Reynnells and second by Spenner to discharge all delinquent personal property tax in two weeks, still due after 5 years, and not subject of a payment plan or seizure procedure. Attorney Heckman to file on behalf of the Township with authority to prosecute and settle the matter. Treasurer Theresa Stroud to sign any needed documentation and attend as the Township agent. Roll call vote. All aye. Motion carried.

**Clerk**

Clerk Thompson presented the financial reports for September.

Motion by Thompson and second by Campagna to increase the General Fund cost center 191 (Elections) currently at \$10,510.00 by \$5,000.00, to \$15,510.00. Roll call vote. All aye. Motion carried.

Motion by Thompson second by Stroud to approve and implement the key authorization form for the new townhall building. All aye. Motion carried.

Motion by Thompson and second by Stroud to approve the Facility Use Application. All aye. Motion carried.

**ZBA**

No meeting, no report

**Planning Commission**

The Planning Commission will discuss the ORV ordinance at their meeting on October 23<sup>rd</sup>.

**Village of Lawrence**

No report from the Village of Lawrence.

**Old Business**

None

**New Business**

None

**Public Comment**

Mr. Dan ~~Stunton~~ Staunton expressed a concern of excessive noise (music) in the area of his residence.

With no further business to attend to, a motion was made by Campagna and second by Reynnells to adjourn the meeting.

Meeting adjourned at 9:03 p.m.

Respectfully Submitted,

Attest,

Kim Thompson, Clerk

Donna Spenner, Supervisor

Approved: November 8, 2018