

Secord Township Monthly Meeting

May 15, 2024

10:00 am

Meeting was called to order by Supervisor Joel Vernier at 10:01 am with everyone standing reciting the Pledge of Allegiance.

Roll Call:

Supervisor Joel Vernier Present

Treasurer Cheryl Steihl Present

Clerk Karen Gawron Present

Trustee Maria Alward Present

Trustee Martin Holmes Present

11 registered interested residents in attendance

Minutes of April 17, 2024 10:00 am regular meeting minutes were reviewed.

Motion to accept minutes Alward/ Holmes All Ayes M/C

Consent Agenda/Changes to Agenda: Rose Pest/increase spraying

Motion to accept change to the agenda Vernier/ Alward All Ayes M/C

Public Comment: None

Guest:

Mike Visnew/County Commissioner: County information

Treasurer's Report:

General Fund	706,758.79
12 Mo. CD #S50	54,093.77
12 Mo. CD #S51	53,833.59
Fire Fund	216,562.35
Garbage Fund	275,955.09
Weed Control Fund	780,181.23
Mosquito Fund	113,486.67
Road Fund	475,725.34
Total Funds	\$2,586,669.47

Motion to Receive and File Treasurers Report. Steihl/ Holmes All Ayes M/C

Bills To Be Paid: Clerk Karen Gawron presented Bills: General Fund \$ 85,592.69*

Fire \$6,820.12 Payroll \$12,595.07

Motion by to pay the bills as presented Holmes / Steihl All Ayes M/C

Abatement on Lakeshore Dr.: Delisle Landscaping will repair well head damaged during cleaning.

Motion to withhold payment of \$19,286.00 to Delisle Landscaping until repair is made to the satisfaction of Secord Township Board. Vernier/Gawron All Ayes M/C

***Motion** to amend Township General Fund amount from \$85,592.69 to \$66,306.69 Gawron/ Vernier All Ayes M/C

Correspondence Received:

Fire Board & Planning Zoning April 2024 Meeting Minutes. Council of Local government Meet: Billings Twp hall May 20, 2024 7:00-8:00 pm. Charter add channel., Sales, Use and Withholding tax account renewed; corrected tax bill. Thank you card from Michelle. Department of Public Health; increase in Drug overdose. ISP Customer Appreciation cookout.

Motion to accept correspondence Alward/ Holmes All Ayes M/C

Planning Commission: P. Sawka Reported.

Fire Board: M. Holmes reported 14 runs; 8 Medical, 6 Fire. Water Hearer is installed. Budget is a work in progress.

Fire Chief: Chief Fred Shavers reported Three (3) Air B & B inspections. Attended a Seminar on Drug Overdose. May need bullet proof vests in the future.

Constable: All is well [Exception: Issue with freezer ice on floor]

Road Committee: Ken Douglas reported.

Zoning Administrator: Harold Day Jr. reported 6 permit request(s).

Ordinance Officer: Absent/Joel reported on abatement.

Well and Septic: M. Alward reported 9 inspection(s).

Other Business:

Refunds:

Workman's Comp decreased [Insurance] Received refund of \$542.00.

Refunds from Michigan State Withholding \$4,347.73

Resolution 5-15-24-1: General Appropriation for budget Adoption

RESOLUTION 5-15-24-1
SECORD TOWNSHIP
General Appropriations Act and Budget

The Secord Township Board resolves:

1. This Resolution shall be known as the Secord Township 5-15-24-1 General Appropriations Act.
2. Public hearing on the Budget-Pursuant to MCLA 141.412 and .413, notice of a public hearing on the proposed budget was published in the Gladwin County Record on April 3, 2024, and a public hearing on the proposed budget was held on April 17, 2024.
3. The budget for Secord Township is composed of two documents. The first is the General Fund and the second is a Fire Fund budget
 - a. Within the general fund budget are six sub-budgets that have revenues and expenditures associated with each. Four are funded by mileages: Secord Township Operating, Secord Road Construction, Secord Road Maintenance and Mosquito Control. The other two are funded by Special Assessments Secord/Smallwood Lake Weed Control and Garbage Removal. Also included in the General Fund are several other sources of revenue including State of Michigan Revenue Sharing, Swamp Tax, Liquor Control Fees, Hall Rentals, Zoning Fees, Dog License, Franchise Fees, Tax Collection Administrative Fees, and Interest earned on bank accounts. Revenue generated by Millage and Special Assessments may only be used for the purpose for which they were collected.
 - b. The Fire Fund Budget has one primary source of revenue which is a 1.25 Millage. This includes (1. mil for general firefighting budget and .25 mil for Capital Reserve). The Capital Reserve will be used to build a fund for large Capital Expenditures, such as a fire truck, etc...
 - c. Attached to this document is a report on the financial status of each revenue source detailing the bank statements as of May 2024 and any monies owed the fund and the anticipated expenditure for the 2024-2025 budget year.
 - d. Any millage or Special Assessment not paid by the end of February 2024 was deemed delinquent for budget proposed. The tax roll was turned over to the County Treasurer for collection of the delinquent taxes plus any penalties owed. The County has been making the Township whole on any delinquencies by the end of June. A small fee may be charged to the Township for the money given to offset the delinquency. The County then get reimbursed by collecting the old fees plus penalties on the delinquent taxes.
4. The Secord Township Board adopts the 2024-2025 fiscal year general funds by activity center. Township officials responsible for the expenditures authorized in the budget may expend Township funds up to, but not to exceed, the total appropriation authorized for each activity center, and may make transfers among the various line items contained in the activity center appropriation. However, no transfers of appropriations for line items related to personal or capital outlays may be made without prior board approval by budget amendment.
5. Payments of Bills-Pursuant to MCLA 41.75, all bills against the Township shall be approved by the Secord Township Board prior to being paid. The Township Clerk and Treasurer may pay certain bills prior to approval by the Township Board to avoid late penalties, service charges and interest and payroll in accordance with the approved salaries and hourly rates adopted in this Appropriations Act. The Township board shall receive a list of bills paid prior to the approval at the next Board meeting.
6. Authorize salary, hourly, meeting and per diem rates are included as a separate report.
7. Periodic Financial Reports- The Township Clerk shall provide the Township Board at the Board meeting immediately following the end of each fiscal quarter and at the final board meeting of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts in the various funds of the Township.
8. Budget Monitoring- Whenever it appears to the Township Supervisor or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such funds were based, and when it appears that expenditures will exceed an appropriation, the

Township Supervisor shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for the reducing appropriation, increasing revenues or both.

9.Board Adoption:

Motion made by , Vernier second by Holmes , to adopt the foregoing Resolution and General Appropriations Act.

10.Upon Roll Call vote, the following voted Aye:

Supervisor Joel Vernier

Treasurer Cheryl Parmer

Clerk Karen Gawron

Trustee Maria Alward

Trustee Martin Holmes

The following voted Nay: None

The Supervisor declared the motion carried and the Resolution adopted on the day of May 15,2024

Road Plan 2024 & 2025: Maintenance Road Schedule Available upon request from the Clerk's office.

[E-mail clerk@secordtwp.com](mailto:clerk@secordtwp.com)

Motion to approve Road Plan 2024 [Total Township cost for all work is \$26,369.95] by Vernier/ Gawron All Ayes M/C

Motion to approve Road Plan 2025 [Total Township cost for all work is \$140,384.60] by Vernier / Gawron All Ayes M/C

Road Sign(s):

Request a 25 mile and hour sign be placed on N. West Branch Dr, At the end of Lundy and N. West Branch Dr there is a sign to the left, residents are requesting one also be placed to the Right on N. West Branch Dr.

Motion to approve sign placement by Vernier/ Alward All Ayes M/C

ARPA Report: Report and Expenses are available on request from the Supervisor's office.

E-mail supervisor@secordtwp.com

Motion to accept ARPA Report Vernier/Parmer All Ayes M/C

Rose Pest/increase spraying:

Motion to allow Supervision to order Two (2) additional Mosquito sprays for Secord Township before Memorial weekend from Rose Pest Control [before season officially begins]. Vernier/Alward All Ayes M/C

Supervisor Comment

Public Comment/Announcements: Two (2) residents commented

Motion to Adjourn by Vernier & Holmes @ 10:45 am

E-Mail for Supervisor: supervisor@secordtwp.com