



Leroy Township

BOARD OF TRUSTEE MEETING February 16, 2023

Called to order at 9:30 a.m.

Present: Supervisor Laveta Hardish, Treasurer Mark Christoff, Clerk Nicole Hardish, and Trustees Michael VanHouten and Jon Bolton.

A motion to approve meeting agenda, with the addition of items 9S, was made by Trustee Bolton and supported by Trustee VanHouten. Motion carried unanimously.

Guests: None

Citizens: 2

Consent Agenda:

A motion to approve as written, including the approval of the January 19, 2023 Regular Board Meeting Minutes, the 4th quarter budget report, February financial report, post-approve payments of the January bills in the amount of \$26,432.90, and place all departmental reports on file was made by Trustee Bolton and supported by Trustee VanHouten. Motion carried unanimously.

Open Business:

Supervisor Hardish and Treasurer Christoff sat in on a meeting with the Edgebrook Pump Station Improvements committee last week. The committee plans to start accepting project bids beginning Feb. 23rd. Our Board would like to get everything in order to prepare a special assessment district for Glenmoor Village so that we can start collecting funds prior to making the Township's first payment. Supervisor Hardish shared that she has yet to hear back from any of the ownership of Glenmoor Village.

New Business:

A motion to post-approve payment for the 1st quarter call for services invoice from Calhoun County Dispatch in the amount of \$4,362.82 made by Treasurer Christoff and supported by Trustee Bolton. Motion carried unanimously.

A motion to post-approve payment for the mailing of the 2023 assessment notices invoice from Marana Group in the amount of \$1,514.43 made by Trustee Bolton and supported by Trustee VanHouten. Motion carried unanimously.

A motion to post-approve payment for the 2023 parcel site re-visits invoice from Assessor Joyce Foondle in the amount of \$2,784 made by Trustee Bolton and supported by Trustee VanHouten. Motion carried unanimously.

A motion to approve payment for the Township's annual tax & assessing records online hosting and support invoice from BS&A in the amount of \$3,399 made by Treasurer Christoff and supported by Clerk Hardish. Motion carried unanimously.

A motion to approve the purchase of LaserFiche software from IIC-Community Development Solutions in the amount of \$9,495 made by Trustee VanHouten and supported by Trustee Bolton. Clerk Hardish explained the this cost covers the first annual software & support fee (\$5,000 annual for the first 3 yrs), the Retention Schedule packet software (\$995) and the initial set-up, configuration and training fees (one time cost of \$3,500). This software will take our digital documents made make them searchable through optical and intelligent character recognition, documents can be assigned a retention destruction time, digital formatting can be easily changed to meet State regulations, and it is all saved and backed up to an off-site Cloud Server – plus many more features. The Clerk's Office will be spearheading the implementation in April 2023 and feels that this will be very beneficial to the Township as a whole in the long run. Motion carried unanimously.

A motion to approve revised cemetery burial rate fees & terms presented by the Township's Sexton made by Trustee Bolton and supported by Trustee VanHouten. These rate increases reflect the rising cost of doing business and after some research of local sexton rates the Board feels that these costs are not exorbitant but run inline with the going rate around our area. This new fee Schule will take effect on April 1, 2023 – March 31, 2025. Motion carried unanimously.

A motion to accept Supervisor Hardish's proposed allocation of the voter passed Calhoun County Park & Rec. Millage distribution made by Treasurer Christoff and supported by Trustee VanHouten. Last year the Township Board used these monies to repave and line the Graham Lake Park parking lot. With the \$11,004.01 dedicated to our Township this year the Board would like to invest in new board for the boat ramp and look into other DNR approved updates that will help with boat ramp traffic, fishing and handicap accessibility. To be eligible for DNR Project Grants the Township Planning Commission will need to create a Parks & Rec. Master Plan. The dock materials and Master Plan will cost \$14,500 roughly. The Board will use the County Park Millage money to offset these fees. Motion carried unanimously.

A motion to approve the Supervisor's Salary Resolution: 2023-02-01, setting the annual salary for the Supervisor to be \$33,530.00 and pay \$25.00 per overtime hours worked, made by Trustee Bolton and supported by Clerk Hardish. Unanimous roll call vote of all board members present. Motion carried.

A motion to approve the Treasurer's Salary Resolution: 2023-02-02, setting the annual salary for the Treasurer to be \$30,000.00 and pay \$25.00 per overtime hours worked, made by Trustee Bolton and supported by Trustee VanHouten. Unanimous roll call vote of all board members present. Motion carried.

A motion to approve the Clerk's Salary Resolution: 2023-02-03, setting the annual salary for the Clerk to be \$33,045.00 and pay \$25.00 per overtime hours worked, \$25.00 per overtime hours worked during elections held, and \$25.00 for the first overtime hour to set up funeral arrangements, \$25.00 for each hour following, and \$125.00 per month as the Cemetery Administrator, and \$50.00 per

month as the Website Administrator, made by Trustee VanHouten and supported by Supervisor Hardish. Unanimous roll call vote of all board members present. Motion carried.

A motion to approve the Trustee's Per Diem Wage Resolution: 2023-02-04, setting the per diem wage for the Trustee to be \$150.00 per meeting, made by Treasurer Christoff and supported by Clerk Hardish. Unanimous roll call vote of all board members present. Motion carried.

A motion to approve the Building Inspectors as "Township Officials" Resolution: 2023-02-05, recognizing Frank Ballard, Jeffrey Nichols, James Deveney & Randy Bushee, made by Trustee VanHouten and supported by Clerk Hardish. The inspectors will be required to complete the accident fund determination of workers status form and take an oath with the township Clerk. Unanimous roll call vote of all board members present. Motion carried.

A motion to approve the 2023-23 Meeting Dates, Office Hours & Holiday Hours Resolution: 2023-02-06, setting the monthly Board of Trustee meetings to be held the 3rd Thursday of the month at 9:30 A.M. with any exceptions being posted, office hours for elected offices to be Tuesdays-Thursdays 9 A.M. to 4:30 P.M. and all other departments by appointment, the Clerk's election hours, the Treasurer's tax collection hours, and the 2023 holiday closures, made by Treasurer Christoff and supported by Trustee Bolton. Unanimous roll call vote of all board members present. Motion carried.

A motion to adopt the implementation of the Poverty Exemption Income Guidelines Resolution: 2023-02-07 made by Trustee VanHouten and supported by Trustee Bolton. Under Federal mandate these guidelines must be in place in order for the Board of Review and Township Supervisor to apply the asset test and judge whether a person is in fact eligible for a poverty exemption and be exempt in whole or in part from taxation under the General Property Tax Act. Motion carried unanimously.

A motion to set the Budget Public Hearing date for March 16th at 10 A.M., made by Treasurer Christoff and supported by Trustee VanHouten. Motion carried unanimously.

A motion to set the Spring Dumpster Day to be held May 6th - 9 A.M. to Noon and the Fall Dumpster Day to be held October 7th - 9 A.M. to Noon, made by Trustee Bolton and supported by Treasurer Christoff. Motion carried unanimously.

Discussed the rescheduling of the April 2023 Board of Trustees meeting to now be held on April 13th at 9:30 A.M. instead of the third Thursday of the month because Supervisor Hardish and Clerk Hardish will be attending the annual MTA Convention and will not be available on the 20th.

A motion to approve the recommendation of the Supervisor for the appointment of Michael VanHouten to serve as a voting member on the AMSA Board from Feb. 2023 – Nov. 2024, made by Trustee Bolton and supported by Treasurer Christoff. Unanimous roll call vote of all board members present. Motion carried.

Citizen Comments:

Resident asked for clarification regarding the asset test being done by the Board of Review – he wanted to know if it was a federal mandate that all of Calhoun County was obliged to follow.

Board Comments:

Supervisor Hardish mentioned that she was preparing a letter to be sent out to the County Road Department regarding a disgruntled resident who had to remove a tree from their property at their cost because the County deemed it not to be a danger to anyone. However, since then the County has gone through that same area and cleared many old trees at no cost to the residents. This letter is being sent in hopes of getting some financial relief for the resident who had to pay \$5,000 to remove a tree.

Next Board meeting is set for March 16th at 9:30 a.m. Meeting adjourned at 10:30 a.m.

Respectfully, Clerk Nicole Hardish