



Leroy Township

BOARD OF TRUSTEE MEETING

February 20, 2025

The meeting was called to order at 9:34 a.m.

Present: Supervisor Laveta Hardish, Clerk Nicole Hardish, and Trustee Jon Bolton.

Absent: Treasurer Mark Christoff and Trustee Michael VanHouten.

A motion to approve meeting agenda was made by Trustee Bolton and supported by Clerk Hardish. Motion carried unanimously.

Guests: 0

Citizens: 1

Consent Agenda:

A motion to approve as written, including the approval of the January 16, 2025 Regular Board Meeting Minutes, the 4th Quarter Budget Report, the February 2025 Financial Report, post-approve the January 2025 bills in the amount of \$43,748.13, and place all communications & departmental reports on file was made by Clerk Hardish and supported by Trustee Bolton. Motion carried unanimously.

Open Business: None

New Business:

A motion to post-approve payment for 2025 assessment notice mailing invoice in the amount of \$1,773.20 from KCI was made by Trustee Bolton and supported by Clerk Hardish. Motion carried unanimously.

A motion to post-approve payment for Supervisor computer upgrade invoice in the amount of \$1,368 from VC3 was made by Trustee Bolton and supported by Clerk Hardish. A computer monitor was also requested for the Treasurer and the cost is less than \$200. Motion carried unanimously.

A motion to post-approve payment for ordinance enforcement legal fees in the amount of \$1,957.50 from Kreis, Enderle PC was made by Trustee Bolton and supported by Clerk Hardish. Motion carried unanimously.

A motion to post-approve payment for January snowplowing invoice in the amount of \$1,240 from Linsley Excavating was made by Trustee Bolton and supported by Clerk Hardish. Motion carried unanimously.

A motion to post-approve payment for annual maintenance contracts for election equipment in the amount of \$1,029.90 from ElectionSource was made by Trustee Bolton and supported by Clerk Hardish. The Township will see a \$60 credit on our account due to a mischarged fee for lithium batteries for our voting equipment. Per Clerk Hardish, the fee shouldn't have been charged separately because it is covered under the municipal agreement the Township has with Dominion (the voting equipment vendor). Motion carried unanimously.

A motion to post-approve payment for cash reconciliation consultant fees in the amount of \$3,850 from Siegfried Crandall was made by Clerk Hardish and supported by Supervisor Hardish. Motion carried unanimously.

A motion to post-approve payment for January streetlighting invoice in the amount of \$1,131.33 from Consumers Energy was made by Trustee Bolton and supported by Clerk Hardish. Motion carried unanimously.

A motion to post-approve payment for 4th quarter calls for service fees in the amount of \$1,168.51 from Calhoun County Consolidated Dispatch Authority was made by Trustee Bolton and supported by Clerk Hardish. The Township has seen a decrease in these quarterly service invoices thanks to the county-wide 911 millage passing in 2022. Motion carried unanimously.

A motion to approve the agreement with BS&A Software for software upgrade from .NET to The Cloud version and payment addendum was made by Trustee Bolton and supported by Clerk Hardish. A down payment of \$5,400 is required before the initial data extraction can begin. Clerk Hardish will have a check warrant ready, pending Board approval. Motion carried unanimously.

A motion to approve the Supervisor's Salary Resolution: 2025-02-01, setting the annual salary for the Supervisor to be \$35,200 and pay \$26.00 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: 2025-02-02, setting the annual salary for the Treasurer to be \$30,000.00 and pay \$26.00 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 Clerk's Salary Resolution: 2025-02-03, setting the annual salary for the Clerk to be \$34,700.00 and pay \$26.00 per overtime hours worked, \$26.00 per overtime hours worked during elections held, and \$26.00 for the first overtime hour to set up funeral arrangements, \$26.00 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 Bolton 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: 2025-02-04, setting the per diem wage for the Trustee to be \$150.00 per meeting, made by Clerk Hardish and supported by Supervisor Hardish. Unanimous roll call vote of all board members present. Motion carried.

A motion to approve the Building Inspectors as "Township Officials" Resolution: 2025-02-05, recognizing Frank Ballard, Jeffrey Nichols, James Deveney & Randy Bushee, made by Trustee Bolton and supported by Clerk Hardish. The inspectors will be required to complete the accident fund determination form 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 2025-26 Meeting Dates, Office Hours & Holiday Hours Resolution: 2025-02-06, 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 2025 holiday closures, made by Trustee Bolton and supported by Clerk Hardish. The May 2025 Board meeting has been cancelled due to the Township Offices being closed that day for computer software updates. Unanimous roll call vote of all board members present. Motion carried.

A motion to adopt the Poverty Exemption Income Guidelines Resolution: 2025-02-07 was made by Trustee Bolton and supported by Clerk Hardish. Under the Federal mandate these guidelines must be in place 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 as a whole or in part from taxation under the General Property Tax Act. Motion carried unanimously.

A motion to approve the 2025-26 Bank Depositories presented by the Treasurer, made by Trustee Bolton and supported by Clerk Hardish. Motion carried unanimously.

Supervisor Hardish provided copies of Journal Entries made by Clerk Hardish to inform Board Members of budget transfer done for the months of January & February 2025.

Supervisor Hardish provided copies of the signed and mailed 2024 Calhoun County Parks Millage allocation and 2025 allocation that was sent back to the Calhoun County Parks & Recreation Commission. Clerk Hardish will forward a copy of these meeting minutes to them as well.

A motion to accept the engagement letter from Siegfried Crandall for the 2025 year-end annual audit made by Clerk Hardish and supported by Trustee Bolton. Their fee for the audit will be no more than \$7,400. The audit will be scheduled for April 30-May 1, 2025. By accepting this engagement letter the Board is allowing the Supervisor to sign and return the letter to Siegfried Crandall. Motion carried unanimously.

Both Harper Creek School District and Calhoun County Intermediate School District were sent summer 2025 tax collection agreement letters. Harper Creek has replied with their acceptance and expressed their desire for the Township to collect school taxes on their behalf. We are still waiting for a response from CISD.

A motion to approve the updated agreements/job descriptions for: Cemetery Caretaker, Township Grounds Caretaker, Boat Launch Caretaker, and Cemetery Sexton was made by Trustee Bolton and supported by Clerk Hardish. The Board felt it was unfair to ask these businesses to keep the same wages/fees for 3 years in this economy these days. Each agreement now includes a 30-day written notice requirement prior to termination and allows a yearly wage adjustment. Motion carried unanimously.

Board Members will meet for a budget workshop to finalize the 2025-26 budget preparations following the conclusion of this meeting.

Reminder: The Budget Public Hearing date is set for March 20th at 9:30 A.M.

Citizen Comments: None

Board Comments: None

The next Board meeting is set for Thursday, March 20th at 9:30 a.m. The meeting adjourned at 10:40 a.m.

Respectfully,

Clerk Nicole Hardish