

CASCO TOWNSHIP BOARD OF TRUSTEES
MINUTES, REGULAR MEETING
MONDAY, FEBRUARY 20, 2023, AT 7:00PM.

Approved March 20, 2023

CALL TO ORDER: Overhiser called meeting to order at 7:00pm and led in the Pledge of Allegiance.

Present: Overhiser, Brenner, Macyauski, Fleming, Clevenger & two interested citizens.

Absent: None

PUBLIC COMMENT: None

Reports:

- **SHAES:**

J. Quinn, EMT, firefighter, was present to report on activity and other information at SHAES. 2022 had record calls of 2,159.

- **Clerk:**

Minutes for Regular Meeting November 21, 2022. Kenny made motion to approve the Nov. 21, 2022 minutes. Supported by Dan. No further discussion or corrections. All votes in favor. Motion Carried.

Minutes for Regular Meeting January 17, 2023. Kenny made motion to approve the January 17, 2023 minutes. Supported by Dan. No further discussion or corrections. All votes in favor. Motion Carried.

Minutes for Special Meeting February 1, 2023. Dan Made motion to approve the February 1, 2023 Special Meeting. Supported by Paul. No further discussion or corrections. All votes in favor. Motion Carried.

Cheri made motion to amend the following budget items:

General Fund

101-215-801.000	Clerk-Professional Fee-CPA	\$6,040.00
101-247-910.000	Bd of Review-Training	\$97.50
101-262-752.000	Elections- Misc. supplies	\$920.23
101-265-803.000	Bldg Dept—Technical support	\$9,427.00
101-401-801.005	Rental-Contractural service	\$3,630.00
101-595-801.011	Airport Authority	\$325.00

Cemetery Fund

209-567-752.000	Misc. Supplies	\$80.61
209-567-970.000	Capital Outlay	\$976.75

Senior Services

290-673-752.002	Casco Sr. Care- Supplies & equip	\$281.61
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Supported by Ken. No further discussion or corrections. All Votes in favor. Motion Carried.

Cheri opened two new accounts.

Liability account

101-000-256.000	ESCROW	\$5,000.00
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Revenue account

101-000-662-000	Rental Fines	\$100.00
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Ken supported. No further discussion or corrections. All votes in favor. Motion carried.

- May 2nd election

Lake Michigan College – renewal

Bloomington Public Schools an additional millage.

- Mechanical Room re-do cost \$3,057.94, Al Weener did a good job installing new cabinets, countertop and new sink. Kathy designed the project. This was done to accommodate our technical wiring.
- February 15, 2023 we received a check from the county in the amount of \$4,005.16 for our 4th Quarter 2022 recycling reimbursement.

- **Treasurer:**

Balances of all the funds as of January 31, 2023 are as follows:

101	General Fund	\$1,080,895.23
204	Roads Fund	\$356,020.49
206	Fire & Ambulance Fund	\$211,121.15
207	Police Fund	\$178,246.97
208	Parks & Recreation Fund	\$127,919.29
209	Cemetery Fund	\$102,654.10
290	Senior Service Fund	\$150,699.27

Kenny made motion to approve the bills in the amount of \$219,742.21 as of January 31, 2023.

Checks from 28064 thru 28110	\$219,203.92
EFT #37	<u>\$538.29</u>
	\$219,742.21

Dan supported. No further discussion or corrections. All votes in favor. Motion Carried.

Allan explained that the General Fund balance looks high because \$300,000.00 of that is ARPA Funds.

- **Audit Deficiencies:**

Overhiser mentioned that there were some issues with the township's audit. Deficiencies found are explained on pages 37 through 39. It had to do with bank reconciliations not done, timeliness of the receivable account balances for special assessments were not reconciled to the general ledger, tax fund receipts were not entered correctly and other things in addition to reconciliations. The audit was sent to the State of Michigan in December, the State then sent us a letter **Request for Improvement of Deficiencies** requesting, within 30 days from the date of the letter, a detailed **Corrective Action Plan** to resolve the deficiencies that were found. A letter dated January 17, 2023, was sent to the State Audit Manager explaining:

Our actions taken to reconcile the cash accounts.

The Township Clerk and Township Treasurer have scheduled out one day a month to work on reconciliations and to ensure that all transactions are appropriately recorded, and any identified variances are corrected. Outstanding checks will be reviewed for accuracy and to determine if any follow up may be necessary. Attached was a copy of the most recent bank reconciliation of the pooled account dated, Dec. 31, 2022.

Actions taken to reconcile special assessments:

The Township Treasurer was instructed to make sure that the current installment of special assessments is credited against each parcel when transferred to the tax roll. The Treasurer was also instructed to timely input any parcel payoffs to ensure that the parcel is not billed subsequently on the tax roll. These enhancements to the special assessment procedures will improve the accuracy of parcel balances and the Treasurer agreed in the implementation of said procedures.

Actions taken to accurately process tax fund transactions:

The Township Treasurer was instructed the importance of accurate data entry into the tax collection software to aid in determining and identifying parcels that have balances remaining as well as any overpayments that need to be refunded. The Treasurer was instructed that daily cash journals and batch reports should be reconciled to the bank deposits and any identified variances are corrected in the tax Collection software. The Treasurer will deposit separately any delinquent personal property taxes and special assessment payoffs and disburse to the appropriate taxing authority in a timely manner.

Allan further explained to help with the action plan Kim Overhiser, who is an accountant, is going to help with the bank reconciliations and other issues in the Treasurers office, part time at \$22.00 per hour.

- **Audit:**

The Board members all received a copy of the audit at the January 2023 meeting. Paul made motion to accept the year end June 30, 2022, audit. Supported by Dan. No further discussion. All Votes in Favor. Motion Carried.

- **Police:**

Deputy Cesar Cano was present to give the statistics for January.

- **Parks & Recreation:**

Paul made motion to spend up to \$500.00 for wildflowers to plant at the Preserve this spring. Supported by Kenny. No further discussion. All votes in favor. Motion Carried.

Paul made motion to hire a new cleaning service for the bathrooms at the Preserve, Haven Maids, LLC, \$50.00 a cleaning. The first cleaning would be \$150.00. Supported by Dan. No further discussion. All votes in favor. Motion Carried.

- **Planning Commission:**

Dan gave a report of what was discussed at the January meeting.

- **Casco Senior Services:**

Mary Campbell was present to give a report.

- **ZBA: No Meeting in Jan.**

- **Library: No Report**

- **County: No report**

- **SHAWSA:**

Allan reported that they received their audit. They filed a Notice of Intent of a Clean Water State Revolving Fund to sell bonds for 5.8 million dollars for Sewer Improvements. There hoping this will be lowered because of grants that are available.

OLD BUSINESS:

- **Budget Discussion:**

The goal is to have the budget information for the April 17, 2023, meeting.

- **Roads:**

Allan reported of the funds for Roads 2023

Balance forward	\$355,980.00
2022 millage	\$666,287.00

- 1.4326 mills expires 12-31 25
- 1.0000 mills expires 12-31-26

County contribution	\$50,000.00
Total Available Funds	\$1,072,267.00
Commitments	
Dust Layer	\$44,000.00
Mowing	\$6,000.00
104 th Prep work 62 nd to 65 th	<u>\$820,000.00</u>
Available Balance	\$202,267.00

Resealing chip seal & fogcoat (32,000 per mile)

Paving (\$275,000 per mile)

Gravel (\$16,000 – 22,000)

Crack seal (\$8,000 per mile)

We have \$202,267.00 to work with this year, it is not good to go below \$100,000.00.

Allan made a motion to reseal and fogcoat 1 ½ mile in Glenn Shores for approximately \$51,000.00. Paul supported. No further discussion. All votes in favor. Motion Carried.

NEW BUSINESS:

- Sand Mine Proposal from GEI Consultants:

The applicants recommended to the Planning Commission to contract with GEI Consultants to Value date some of the claims they are making an impact study on behalf of the residents of Casco Township. The Planning Commission thought that the \$7,000.00 option would be desirable and what would probably be required to perform the review that they're looking for.

Paul made a motion to support their recommendation for the planning commission to enter contract with GEI to assess the review of the environmental impact that they were given from the applicant of the sand mine. Supported by Cheri. All Votes in Favor. Motion Carried.

An additional \$5,000.00 deposit in escrow will be required by the applicant with the approval of this contract.

- Free Tire Day:

June 3rd at the Transfer Station, Allan is working with the Sheriff Dept. to get some help.

- Application for Outdoor Gathering Permit:

A graduation party at 1128 60th Street, Pullman, starts at 4:00pm to 12:00 am, Saturday July 29, 2023.

Kenny made motion to approve the Outdoor Permit. Supported by Dan. All Votes in Favor. Motion Carried.

- Application for Noise Variance (both at 1128 60th Street, Pullman.)

Same party applied for Noise Variance. Dan made motion to approve the Noise Variance application. Supported by Paul. All Votes in Favor. Motion Carried.

- Cedar Bluff Litigation:

Allan explained it was a subdivision that was never developed, and one owner bought all the undeveloped roads. An individual bought some lots in the subdivision and would like to build but can't unless these roads are vacated. This individual is suing Robert Larsen, owner of the roads, to have the roads vacated. Everyone within 300 feet of this property were served papers, which included Casco Township. Dan made motion to support the consent to dismiss the township without prejudice by plaintiff G&D Investment Group, LLC. Supported by Paul.

Roll Call Vote: Overhiser, Brenner, Macyauski, Fleming, Macyauski, all yes.

Yays: 5

Nays: 0

- 123.Net Casco Township support:

Kenny made motion to support 123NET's ROBIN grant application to secure funding from Allegan County Broadband Wired Infrastructure Expansion project. Supported by Dan.

Roll Call Vote: Fleming, Macyauski, Brenner, Overhiser, Clevenger. All Yes.

Yays: 5

Nays: 0

- Flood Plain Resolution:

Ordinance to participate in the state floodplain was presented to the board. Allan will have more information on this at the March 20 meeting.

- Letter from County Clerk, Bob Genetski.

Allan read letter from Bob Genetski, County Clerk, dated February 7, 2023 as follows:

Mr. Supervisor & Members of the Township Board,

After each election cycle, I try to solicit feedback from our Election Inspectors to see what I can do to improve the trainings that my office and I conduct.

This cycle, one of the Inspectors from Casco Township asked if I could please have a security camera installed on the drop box at Township Hall stating that she has security concerns with the drop box being used as it has been. I thanked the individual for the feedback and noted that I do not have the power to tell townships to install such cameras. As she did seem genuinely concerned about security, I did let her know that I would pass her concern on to you, the Board.

Sincerely,

Bob Genetski

A new drop-box was discussed, the drop box is used for other departments for the township.

Paul made motion to adjourn. Supported by Kenny. All Votes in Favor. Motion Carried.

Meeting adjourned at 8:35pm.

Minutes Respectively Submitted by
Cheryl Brenner, Township Clerk