



**Board of Trustees Regular Meeting Minutes  
June 19, 2025-DRAFT**

1. **CALL TO ORDER-** The regular meeting of the Township of Somerset Board of Trustees was called to order by Supervisor Shaw on Thursday, June 19th, 2025 at 7:00PM in the Somerset Center Community Room, 12715 Chicago Rd, Somerset Center, MI 49282. Attendees recited the Pledge of Allegiance. There were 15 citizens in attendance.
2. **ROLL CALL OF BOARD MEMBERS**
  - a) Supervisor Tim Shaw - Present
  - b) Treasurer Jan O'Shaughnessey - Present
  - c) Trustee Steve Meckley - Present
  - d) Trustee David Pumfrey – Present
  - e) Clerk Sharon Uyttenhove - Present
3. **ADDITIONS OR CORRECTIONS TO AGENDA-** Trustee Meckley moved to approve the agenda as presented. Second Pumfrey. Vote taken with Ayes: 5. Nays: 0. Absent: 0. Agenda approved.
4. **SUPERVISORS COMMENTS-** Supervisor Shaw read a letter in response to a citizen's comments about Supervisor Shaw and Fire Chief Friess. Shaw then stated attendees have 3 minutes to address the Board at the beginning and at the end of the meeting.
5. **PUBLIC COMMENT-** Opened at 7:03pm. Three (3) people came forward to speak. Public Comment closed at 7:07pm.
6. **PRESENTATION-** Deputy Director Lisa Wheeler from Hillsdale County Senior Services Center presented the many resources and programs they provide. More information can be found at [www.hillsdaleseniors.org](http://www.hillsdaleseniors.org).
7. **REPORTS**
  - a) **Fire & Rescue-** Fire Chief Friess read the May 2025 Fire & Rescue Report. Fire and EMS calls for May were 98 calls, for a total of 484 for the year, which is an increase of 124 calls compared to last year. There were 80 Medical Emergencies, 14 Fires, and 4 Vehicle Accidents. Fuel consumption was 227.2 gal of diesel and 141.7 gal of gas. May Charges: \$37,662.20. May Credits: \$27,515.08. (See Attachment #1)
  - b) **Treasurer-** Treasurer O'Shaughnessey gave the May 31, 2025 Treasurer's Report. All Fund Balance was \$1,610,186.36. (See Attachments #2 & #3)
  - c) **Police-** Police Chief Gessner gave the Police Report for the month of May 2025. There were 375 Hours Worked, 2688 Miles Patrolled, 9 Citation issued, 5 Vehicle Crashes, 7 Assists to STFD and 62 Incident Reports. Gas consumption was 219.5 gallons. (See Attachment #4)
  - d) **Parks & Recreation-** Chair Monahan read Parks and Rec. Committee report for the June 2, 2025 meeting. There was a total of 83 volunteer hours for May. (See Attachment #5)



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- e) **Jerome Community Building**- Supervisor Shaw read the JCB Report from the June 12, 2025 meeting. There were approximately 5 volunteer hours for the month of May. (See Attachment #6)
- f) **Supervisors Report**- Supervisor Shaw updated the Board on discussions involving road improvements and repaving the Township parking lot.
- g) **Assessors Report**- Supervisor Shaw read the June 2025 Assessor's Report. The July Board of Review is scheduled for July 22<sup>nd</sup> at 10:30am. (See Attachment #7)
- h) **Zoning Administrator**- Zoning Administrator Weidner read the report for May 12, 2025 through June 15, 2025 Zoning Report. There were 3 Zoning Compliance Permit Requests, 3 Site Inspections, and 70 contacts with phone, emails, walk-ins and letters. (See Attachment #8)
- i) **County Commissioner**- Commissioner Leininger informed Supervisor Shaw that we would be absent from tonight's meeting.
- j) **Hillsdale County Road Commission**- Road Commissioner Kline updated the Board on upcoming road projects. Please visit [www.hillsdalecrc.org](http://www.hillsdalecrc.org) to learn more.
- k) **Planning Commission**- The next Planning Commission meeting will be July 8, 2025. Nothing new to report.
- l) **Election Report**- Clerk Uyttenhove read the June 2025 Election Report. There will be an election on August 5, 2025 for Addison Schools. The vote is for an Operating Millage Proposal (19 Mill for 6 years), exempting Principal Residence and other properties exempt by law. (See Attachment #9 & #10)
- m) **Revenue and Expenditures**- Clerk Uyttenhove reviewed the Revenue and Expenditures Report for the period ending April 30, 2025. (See Attachment #8)

**7. FINANCES**

- a) **Bills & Payroll from May 15 through June 19, 2025 as prepared by Deputy Clerk Vozenilek**- Clerk Uyttenhove reviewed the May 2025 Accounts Payables and Payroll. Uyttenhove moved to approve Accounts Payables of \$64,771.87 and Payroll of \$61,071.32 for a total of \$125,843.19. Second Pumfrey. Roll call Vote was taken with Ayes: O'Shaughnessey, Uyttenhove, Meckley, Pumfrey, and Shaw. Nays: None. Absent: None. Motion carried. (See Attachments #9, #10 & #11)

8. **CONSENT AGENDA**- Trustee Meckley moved to approve the Consent Agenda as presented. Second O'Shaughnessey. Vote taken. Ayes: 5. Nays: 0. Absent 0. Motion carried. Consent Agenda approved.

- a) Approve May 15, 2025 Board of Trustees Regular Meeting Minutes
- b) Approve May 29, 2025 Board of Trustees Special Meeting Minutes
- c) Approve June 5, 2025 Election Committee Meeting Minutes

**9. UNFINISHED BUSINESS**

- a) **Invoice Cloud Early Termination Agreement**- Nothing new to report at this time.



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- b) **FOIA Procedure-** The Board reviewed Somerset Township's FOIA Policy. Following discussion, the following edits were made to the section "Procedure for submitting a FOIA Request": Changed email address to clerk@somerset township.org and item #3 changed to read "Fee: A non-refundable fee of \$5.00 per individual request is required and **charged out in 15-minute intervals**, payable by check or money order to Somerset Township. Additional costs for labor, copying, or mailing **shall** apply as permitted by law." Shaw moved to approve the FOIA Policy Public Summary as amended. Second O'Shaughnessey. Roll Call Vote taken with Ayes: Uyttenhove, Meckley, Pumfrey, O'Shaughnessey, and Shaw. Nays: None. Absent: None. Motion carried.

Supervisor Shaw moved to approve the FOIA Request for Public Records; Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231 as the official FOIA Request Form for Somerset Township. Second Meckley. Roll Call Vote taken with Ayes: Meckley, Pumfrey, O'Shaughnessey, Uyttenhove, and Shaw. Nays: None. Absent: None. Motion carried.

- c) **Solar Energy Project-** No new information at this time.
- a) **Budget 2025-2026 Draft-** Supervisor Shaw reviewed the second draft of the 2025-2026 Township Budget. Informational only.
- d) **Review Somerset Township Fees-** Coordinator Kulczycki reviewed the Township's current Cemetery fees and the comparisons to nearby municipalities. Following discussion, Uyttenhove moved to approve the updated Somerset Township cemetery fees as presented. Second O'Shaughnessey. Roll Call Vote taken with Ayes: Pumfrey, O'Shaughnessey, Uyttenhove, Meckley, and Shaw. Nays: None. Absent: None. Motion carried.

**10. NEW BUSINESS**

- a) **Approve Computer-Ties Statement of Work-** Robert Jones presented the Statement of Work provided by Computer-Ties and the bi-weekly labor contract starting July 1, 2025 for a 12-month term, at a cost of \$2,025 per month. Following discussion, O'Shaughnessey moved to approve the Computer-Ties contract as presented. Second Uyttenhove. Roll Call Vote taken with Ayes: O'Shaughnessey, Uyttenhove, Meckley, Pumfrey, and Shaw. Nays: None. Absent: None. Motion carried.
- b) **McCourtie Park Electrical Quote-** This item will be tabled until the next meeting.
- c) **4<sup>th</sup> Quarter Budget Amendments-** Clerk Uyttenhove reviewed the 4<sup>th</sup> Quarter Amendments. Informational only at this time.
- d) **Board Member Health Benefits-** Treasurer O'Shaughnessey discussed potential benefits for Board of Trustee members. No action was taken.

11. **PUBLIC COMMENT-** Opened at 8:39pm. Three (3) people came forward to speak. Public Comment closed at 8:45pm.



**Somerset Township**  
County of Hillsdale, MI  
12715 East Chicago Road, P.O. Box 69  
Somerset Center, MI 49282  
(517) 688-9223

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12. **BOARD COMMENT-** Treasurer O'Shaughnessey discussed accounting procedures and the need to ensure all funds coming into the Township are being received through the Treasurer's Department.

13. **ANNOUNCEMENTS-**

- a) Special End of Year Meeting: Monday, June 30, 2025 at 7pm in the Somerset Center Community Room; 12715 E. Chicago Road, Somerset Center, MI 49282
- b) Fireworks at McCourtie Park! Saturday, July 5<sup>th</sup>. Activities 3-6pm, live music with the ACT III Band 6-9pm, and fireworks at dusk!
- c) Next Regular Board of Trustee Meeting: Thursday, July, 2025 at 7pm in the Somerset Center Community room: 12715 E. Chicago Road, Somerset Center, MI 49282

Hearing no further business, Supervisor Shaw adjourned the June 19, 2025 Board Meeting at 8:50pm.

Respectfully submitted by Shaina Kulczycki, Somerset Township Coordinator.