



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

**Board of Trustees Year End Meeting Minutes
June 30, 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 30th, 2025 at 7:02PM in the Somerset Center Community Room, 12715 Chicago Rd, Somerset Center, MI 49282. Attendees recited the Pledge of Allegiance. There were 6 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. **AGENDA APPROVAL-** Trustee Meckley moved to approve the agenda as presented. Clerk Uyttenhove stated there will be no Financial Report. Trustee Meckley amended his motion to **strike Item-C Financial Report** under Other Business. Second Pumfrey. Vote taken with Ayes: 5. Nays: 0. Absent: 0. Motion carried. Hearing no other changes, Meckley moved to accept the agenda as amended. Second Pumfrey. Vote taken with Ayes: 5. Nays: 0. Absent: 0. Amended agenda approved.
4. **PUBLIC COMMENT-** Opened at 7:04pm. No one came forward to speak. Public Comment closed at 7:04pm.
5. **2025 TRUTH IN TAXATION- 2025 Millage 2.8660 MILLS-** Clerk Uyttenhove reviewed the Truth in Taxation information from the Hillsdale County Equalization Department, effective date December 1, 2025.
6. **PUBLIC HEARING- 2025-26 BUDGET-** Supervisor Shaw moved to open the Public Hearing for the 2025-2026 Budget at 7:05pm. Second Meckley. Roll Call Vote taken with Ayes: O'Shaughnessey, Uyttenhove, Meckley, Pumfrey, and Shaw. Nays: None. Absent: None. Motion Carried. Clerk Uyttenhove reviewed the 2025-26 Budget for \$2,613,838, discussing variances to the 24/25 budget of \$3,379,487. The Board reviewed and discussed changes by each fund: General, Roads, Fire Department, Police Department, Parks and Rec and Capital Improvement. Three (3) citizens came forward to speak. Hearing no further discussion, Supervisor Shaw motioned to close the Public Hearing for the 2025-26 Budget at 7:31PM. Second Meckley. Roll Call was taken with Ayes: Uyttenhove, Meckley, Pumfrey, O'Shaughnessey, and Shaw Nays: None. Absent: None. Motion carried.

BUDGET 2024-25- Clerk Uyttenhove said the 2025-26 Somerset Township budget is \$2,613,838 which is a decrease of (\$765,649) or (22.65%) less compared to the 2024-25 amended budget of \$3,379,487.



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7. OTHER BUSINESS

a) **4th Quarter Budget Amendments 2024-25-** Clerk Uyttenhove moved to approve the 4th quarter budget amendments for 2024-2025. Second O'Shaughnessey. Roll Call Vote taken with Ayes: Meckley, Pumfrey, O'Shaughnessey, Uyttenhove, and Shaw. Motion carried.

b) **2025 Salaries & Wages-** Clerk Uyttenhove reviewed the recommended salary increases. Following discussion, Clerk Uyttenhove moved to approve the wage increases effective 7/1/2025:

- Deputy Treasurer From \$19/hour to \$20/hour
- Township Coordinator From \$19.57/hour to \$21/hour
- Deputy Clerk From \$19/hour to \$20/hour
- Librarian/Receptionist From \$19/hour to \$20/hour
- Police Chief From \$57,960/year to \$62,400/year
- Police Officer From \$21.22/hour to \$25/hour

Second O'Shaughnessey. Roll Call Vote with Ayes: Pumfrey, O'Shaughnessey, Uyttenhove, Meckley, and Shaw. Nays: None. Absent: None. Motion carried.

c) **Resolution 2025-7: General Appropriations Act-** Clerk Uyttenhove reviewed Resolution 2025-7: General Appropriations Act. O'Shaughnessey moved to accept Resolution 2025-7: General Appropriations Act for Somerset Township. Second Pumfrey. Roll Call Vote taken with Ayes: O'Shaughnessey, Uyttenhove, Pumfrey, Meckley, and Shaw. Nays: None. Absent: None. Motion carried.

d) **Approve Township Audit-Maner Costerisan-Three Year Contract-** Clerk Uyttenhove discussed the Township's need for annual audits, and the proposed 3-year contract from Maner Costerisan. Following discussion, Uyttenhove moved to approve Maner Costerisan for the following costs: Year 2025-\$18,000, Year 2026-\$19,100, and Year 2027-\$20,200. Second O'Shaughnessey. Roll Call Vote Taken with Ayes: Uyttenhove, Meckley, Pumfrey, O'Shaughnessey, and Shaw. Nays: None. Absent: None. Motion carried.

e) **Township Insurance Proposal 2025-26: Decker Insurance-** Clerk Uyttenhove reviewed the proposal of coverages presented by Decker Insurance. Following discussion, Uyttenhove moved to approve the Decker Insurance proposal for 2025-26 at a cost of \$80,886. Second Pumfrey. Roll Call Vote taken with Ayes: Meckley, Pumfrey, O'Shaughnessey, Uyttenhove, and Shaw. Nays: None. Absent: None. Motion carried.

f) **McCourtie Park Bridge Work-\$2,500-** Coordinator Kulczycki reviewed the additional bridge repairs needed for Bridges #4, #5, and #11. Meckley moved to approve the bridge restorations from Rustic Frontier Sculpting at a cost of \$2,500. Second O'Shaughnessey. Roll Call Vote taken with Ayes: Pumfrey, O'Shaughnessey, Uyttenhove, Meckley, and Shaw. Nays: None. Absent: None. Motion carried.

11. **PUBLIC COMMENT-** Opened at 8:24pm. Two (2) people came forward to speak. Public Comment closed at 8:27pm.



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12. BOARD COMMENT-

13. ANNOUNCEMENTS-

- a) Township Offices closed Friday, July 4, 2025
- b) Fireworks in the Park- July 5 at McCourtie Park. Family fun activities 3-6pm, live music with the ACT III Band 6-9pm, and fireworks at dusk!

Hearing no further business, Supervisor Shaw adjourned the June 30, 2025 Year End Board Meeting at 8:33pm.

Respectfully submitted by Shaina Kulczycki, Somerset Township Coordinator.