

1. **CALL TO ORDER-** The regular meeting of the Township of Somerset Board of Trustees was called to order by Supervisor Shaw on Thursday, March 20th, 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 11 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 - Absent
 - e) Clerk Sharon Uyttenhove - Present
3. **ADDITIONS OR CORRECTIONS TO AGENDA-** Supervisor Shaw requested to add **Non-Statutory Board Duties Flow Chart** to New Business and the item labeled **Resignation of Tim Shaw from Somerset Fire Department** will move from the Consent Agenda to New Business. Shaw also requested another item be added to New Business labeled **Fire Chief Disciplinary Discussion**. Hearing no other changes, Meckley moved to approve the agenda as amended. Second Uyttenhove. Vote taken with Ayes: 4. Nays: 0. Absent: 1. Amended Agenda approved.
4. **SUPERVISORS COMMENTS-** Supervisor Shaw stated that attendees have 3 minutes to address the Board at the beginning and at the end of the meeting.
5. **PUBLIC COMMENT-** Opened at 7:02pm. No one came forward to speak. Public Comment closed at 7:02pm.
6. **REPORTS**
 - a) **Fire & Rescue-** Fire Chief Friess read the February 2025 Fire & Rescue Report. Fire and EMS calls for February were 122 calls, for a total of 217 for the year, which is an increase of 57 calls compared to last year. There were 108 Medical Emergencies, 7 Fires, and 7 Vehicle Accidents. Fuel consumption was 399.9 gal of Diesel and 168.5 gal of gas. February Charges: \$77,917.05. February Credits: \$19,502.91. (See Attachment #1)
 - b) **Treasurer-** Treasurer O'Shaughnessey gave the February 28, 2025 Treasurer's Report. All Fund Balance was \$1,939,938.63. O'Shaughnessey said the Treasurer Department will be going to Hillsdale County to settle winter tax payments. O'Shaughnessey also said the JP Morgan CD that will mature on April 11, 2025 and will continue to research the fast-changing interest rates. (See Attachment #2)
 - c) **Police-** Police Chief Gessner gave the Police Report for the month of February 2025. There were 371.5 Hours Worked, 3793 Miles Patrolled, 3 Citations issued, 7 Vehicle Crashes, 4 Assists to STFD and 92 Incident Reports. Gas consumption was 217.4 gallons. (See Attachment #3)
 - d) **Parks & Recreation-** Chairperson Monahan read the Parks and Rec. Committee Report the March 3, 2025 meeting. Monahan provided updates on ball field maintenance, preparing the grounds for proposed security cameras, and will have the County Sheriff Work Program scheduled in April to help with various park projects. There was a total of 17.5 Volunteer hours in February. (See Attachment #4)
 - e) **Jerome Community Building-** Supervisor Shaw read the JCB Report from the March 13, 2025 meeting. The JCB Committee has been organizing items to prepare for the upcoming Rummage sale. There have been 11 JCB rentals this year, and approximately 21 volunteer hours. (See Attachment #5)

- f) **Supervisors Report-** Supervisor Shaw said he met with Lake Somerset property owners about addressing the roads through a special assessment district. Shaw also stated that he will be attending the Michigan Township Association Conference on March 31-April 3, along with Coordinator Shaina Kulczycki and Deputy Treasurer Lesley Weidner.
- g) **Assessors Report-** Supervisor Shaw read the March 2025 Assessor's Report. The March Board of Review had nine (9) petitions, and all decisions made have been sent out to property owners. All documents required by the Hillsdale County Equalization Department to finalize the 2025 assessment roll will be sent to the Equalization Department this week. (See Attachment #6)
- h) **Zoning Administrator-** Zoning Administrator Weidner read the February 15, 2025 through March 14, 2025 Zoning Report. There were 10 Zoning Compliance Permit Requests, 8 Site Inspections, and 63 contacts with phone, emails, walk-ins and letters. (See Attachment #7)
- i) **County Commissioner-** Commissioner Leininger arrived later during the meeting to give his report.
- j) **Hillsdale County Road Commission-** Road Commissioner Kline was not in attendance.
- k) **Planning Commission-** Chairperson Carolan gave the report from the March 11, 2025 Planning Commission meeting. Carolan discussed the revised Zoning Ordinance from the December 2024 Public Hearing and requested it to be added to the April Board Meeting agenda for Board review and approval. Carolan said the last Planning Commission meeting had continued discussions on solar projects, and a presentation on tiny homes. The Planning Commission also has a vacant seat for a three-year term, interested applicants should contact Supervisor Shaw. (See Attachment #8)
- l) **Revenue and Expenditures-** Clerk Uyttenhove reviewed the Revenue and Expenditures Report for the period ending February 28, 2025. (See Attachment #9)

7. FINANCES

- a) **February Bills and Payroll through March 15th, 2025 as prepared by Deputy Clerk Vozenilek-** Clerk Uyttenhove reviewed the February 2025 Accounts Payables and Payroll. Uyttenhove moved to approve Accounts Payables of \$75,711.23 and Payroll of \$82,080.14 for a total of \$157,791.37. Second O'Shaughnessey. Roll call Vote was taken with Ayes: O'Shaughnessey, Uyttenhove, Meckley, and Shaw. Nays: None. Absent: Pumfrey. Motion carried. (See Attachments #10, #11 & #12)

8. CONSENT AGENDA- Trustee Meckley moved to approve the Consent Agenda as amended. Second Uyttenhove. Vote taken. Ayes: 4. Nays: 0. Absent 1. Motion carried. Amended Consent Agenda approved.

- a) Approve minutes from February 20th, 2025 Regular Board Meeting
- b) Sale of Lot #312, spaces 1-6 at Somerset Center Cemetery to Tim Shaw

9. UNFINISHED BUSINESS

- a) **Security Cameras at McCourtie Park-** Coordinator Kulczycki reviewed the current bids for security cameras from Computer-Ties, Johnson Controls, and Comtronics. The Parks and Recreation Committee recommended Computer-Ties for the purchase and installation of three cameras at a cost of \$7,370. Uyttenhove moved to approve the Computer-Ties quote as proposed. Second Meckley. Roll Call Vote taken with Ayes: Uyttenhove, Meckley, O'Shaughnessey, and Shaw. Nays: None. Absent: Pumfrey. Motion carried. (See Attachment #13)

UNFINISHED BUSINESS CONTINUED:

- b) **Invoice Cloud cancellation of contract-** Treasurer O'Shaughnessey said information from the contract has been sent to the township attorney for review. Informational only.
- c) **FOIA Procedure-** No new information at this time.
- d) **Solar Energy Project-** No new information at this time.

10. NEW BUSINESS

- a) **Rate quote Steven Disposal for Spring Cleanup May 3rd, 2025-** Supervisor Shaw reviewed the proposed services for Stevens Disposal. Following discussion, Meckley moved to approve the use of two trucks at a cost of \$3,500 and a 30-yard roll off metal container for \$300 for the May 3rd Spring Cleanup Day. Second Uyttenhove. Roll Call Vote taken with Ayes: Meckley, O'Shaughnessey, Uyttenhove, and Shaw. Nays: None. Absent: Pumfrey. Motion carried. (See Attachment #14)
- b) **Sick Time Act-** Clerk Uyttenhove reviewed the Michigan Earned Sick Time Act and stated the Township's Employee Handbook will be updated to reflect the changes. Informational only. (See Attachment #15 & #16)
- c) **Quarterly Pay for Fire Department-** Clerk Uyttenhove explained the current quarterly payroll procedures for the Fire Department and addressed questions raised by the Board. The Board and Chief Friess then discussed alternatives to quarterly payroll moving forward, which will be revisited at the April Board meeting when a proposal can be presented.
- d) **Increase Keegan McKenna rate from \$18.54 to \$20.00 hourly until budget year end June 30, 2025-** Police Chief Gessner reviewed the wage increase for Officer McKenna. Following discussion, O'Shaughnessey moved to increase the payrate as presented. Second by Meckley. Roll Call Vote taken with Ayes: O'Shaughnessey, Uyttenhove, Meckley, and Shaw. Nays: None. Absent: Pumfrey. Motion carried. (See Attachment #17)
- e) **2017 Dodge Charger to use for Township employees for travel to training or conferences-** Police Chief Gessner explained the current state of the 2017 Dodge Charger that is no longer needed for the Police Department and options on what the Township could do with the vehicle moving forward. Following discussion, Meckley moved to sell the 2017 Dodge Charger once the necessary equipment has been removed. Second Uyttenhove. Roll Call Vote taken with Ayes: Uyttenhove, Meckley, O'Shaughnessey, and Shaw. Nays: None. Absent: Pumfrey. Motion carried. (See Attachment #18)
- f) **Replace the outdated camera system with new Axon company in 1 police vehicle and update total package in all 3 police vehicles by an Axon installer. Five yearly payments of \$7969.56 each-** Police Chief Gessner reviewed the proposal for new car camera equipment from Axon. Following discussion, Meckley moved to approve the purchase of new car cameras at a cost of \$39,847.80, to be broken down in a yearly payment of \$7,969.56 for five (5) years. Second Uyttenhove. Roll Call Vote taken with Ayes: Meckley, O'Shaughnessey, Uyttenhove, and Shaw. Nays: None. Absent: Pumfrey. Motion carried. (See Attachment #19 & #20)

County Commissioner-Hillsdale County Commissioner Leininger entered the meeting at 8:25pm to give his report. Commissioner Leininger updated the Board on upcoming projects at Lake LeAnn and Lake Somerset and discussed policy recommendations for the new Michigan Earned Sick Time Act.

- g) **Comcast potential BEAD Grant Application-** Clerk Uyttenhove reviewed the letter asking for Township support for the Michigan BEAD proposal, expanding rural internet infrastructure in Hillsdale County. Following discussion, Uyttenhove moved to sign a letter of support for Comcast's grant application for the Broadband Equity Access and Deployment (BEAD) Program. Second O'Shaughnessey. Vote taken with Ayes: 4. Nays: 0. Absent: 1. Motion carried. (See Attachment #21)
- h) **Music in the Park contracts-** Coordinator Kulczycki reviewed the first three contracts for the 2025 McCourtie Music in the Park events for Storm Bandits, CoalTrain, and Act III. Following discussion, Meckley moved to approve the contracts as presented. Second Uyttenhove. Roll Call Vote taken with Ayes: O'Shaughnessey, Uyttenhove, Meckley, and Shaw. Nays: None. Absent: Pumfrey. Motion carried. (See Attachment #22)
- i) **Non-Statutory Board Duties Flow Chart-** Supervisor Shaw reviewed the updated algorithm of non-statutory duties of the different Board members. Informational only. (See Attachment #23)
- j) **Resignation of Tim Shaw from Somerset Fire Department-** Due to sensitive information regarding this item, Supervisor Shaw requested the Township Board go into a closed session per MCL 15.268 of the Open Meetings Act. Meckley moved for the Board to go into closed session. Second by O'Shaughnessey. Vote taken with Ayes: 4. Nays: None. Absent: 1. Motion carried. Closed session started at 8:37pm. Concluding the discussion, Meckley moved for the Board to come out of the closed session. Second O'Shaughnessey. Vote taken with Ayes: 4. Nays: None. Absent: 1. Motion carried. Closed session ended at 9:09pm.
- k) **Fire Chief Disciplinary Discussion-** Supervisor Shaw said this item will be to discuss Fire Chief Friess' evaluation and disciplinary outcomes. Per section MCL 15.268 of the Open Meetings Act, Chief Friess requested the Board to into a closed session. Shaw moved for the Board to go into closed session. Second by Meckley. Vote taken with Ayes: 4. Nays: None. Absent: 1. Motion carried. Closed session started at 9:11pm. Concluding the discussion, Shaw moved for the Board to come out of the closed session. Second O'Shaughnessey. Vote taken with Ayes: 4. Nays: None. Absent: 1. Motion carried. Closed session ended at 9:45pm.
- Meckley moved to accept Tim Shaw's resignation from the Township of Somerset Fire Department. Second Uyttenhove. Vote taken with Ayes: 4. Nays: None. Absent: 1. Motion carried.
- Supervisor Shaw moved to accept an official Board directive for Fire Chief Friess to provide updated Fire Department disciplinary procedures and quarterly payroll alternatives at the next April Board of Trustees meeting, and to create a group email to notify Board members and appropriate personnel when out of the office. Second Meckley. Vote taken with Ayes: 4. Nays: None. Absent: 1. Motion carried.

11. **PUBLIC COMMENT-** Opened at 9:48PM. One person came forward to speak. Public Comment closed at 9:52PM.

12. **BOARD COMMENT-** None

13. **ANNOUNCEMENTS-**

- a) Next Regular Board Meeting will be Thursday, April 17, 2025 at 7:00pm at the Somerset Center Community Room: 12715 East Chicago Road, Somerset Center MI, 49282
- a) Drain Commission meeting in the Somerset Center Community Room on April 15, 2025 at 10am
- b) Lake Somerset and Lake LeAnn meeting in the Somerset Center Community Room on April 15, 2025 at 11am

Hearing no further business, Supervisor Shaw adjourned the March 20th, 2025 Board Meeting at 9:57pm.

Respectfully submitted by Shaina Kulczycki, Somerset Township Coordinator.

DRAFT