

**Board of Trustees Regular Meeting Minutes
May 15, 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, May 15th, 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 12 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-** Supervisor Shaw said the presentation by Attorney Fred Lucas will not be a Closed Session. Hearing no other changes, Meckley moved to approve the agenda as amended. Second O'Shaughnessey. Vote taken with Ayes: 5. Nays: 0. Absent: 0. 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 7:01pm. Two (2) people came forward to speak. Public Comment closed at 7:06pm.
6. **ATTORNEY (Fred Lucas)-** Attorney Lucas presented an overview of the current Complaint set against the Somerset Township Board. Informational only.
7. **REPORTS**
 - a) **Fire & Rescue-** Fire Chief Friess read the April 2025 Fire & Rescue Report. Fire and EMS calls for April were 74 calls, for a total of 386 for the year, which is an increase of 92 calls compared to last year. There were 63 Medical Emergencies, 8 Fires, and 3 Vehicle Accidents. Fuel consumption was 293.7 gal of diesel and 133.8 gal of gas. April Charges: \$50,953.45. April Credits: \$26,124.50. (See Attachment #1)
 - b) **Treasurer-** Treasurer O'Shaughnessey gave the April 30, 2025 Treasurer's Report. All Fund Balance was \$1,672,617.53. (See Attachment #2)
 - c) **Police-** Police Chief Gessner gave the Police Report for the month of April 2025. There were 450 Hours Worked, 3173 Miles Patrolled, 1 Citation issued, 4 Vehicle Crashes, 14 Assists to STFD and 106 Incident Reports. Gas consumption was 325.3 gallons. (See Attachment #3)
 - d) **Parks & Recreation-** Chair Monahan read the Parks and Rec. Committee Report the May 5, 2025 meeting. Monahan provided updates on the upcoming electrical work for security cameras, and the latest bridge assessment that was completed by Frontier Rustic Sculpting. There was a total of 296.5 volunteer hours for April. (See Attachment #4)
 - e) **Jerome Community Building-** Supervisor Shaw read the JCB Report from the May 8, 2025 meeting. There were approximately 7 volunteer hours for the month of April. (See Attachment #5)
 - f) **Supervisors Report-** Supervisor Shaw said the May spring cleanup ran smoothly with Stevens Disposal and will be discussing future cleanup dates later in the meeting.



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- g) **Assessors Report-** Supervisor Shaw read the May 2025 Assessor's Report. All documents regarding property transfers are up to date and all Disabled Veterans Exemption have been entered into the database for upcoming summer tax bills. There are currently 4 property splits and combinations the Assessing Department is working on, which is more than they typically have in a month. (See Attachment #6)
- h) **Zoning Administrator-** Zoning Administrator Weidner read the April 7, 2025 through April May 12, 2025 Zoning Report. There were 6 Zoning Compliance Permit Requests, 6 Site Inspections, and 71 contacts with phone, emails, walk-ins and letters. (See Attachment #7)
- i) **Hillsdale County Road Commission-** Road Commissioner Kline said road scraping had begun, but due to heavy rains many roads had to be re-graded. Kline also said proposed 2025 primary road repairs will be decided once the Road Commission budget is finalized and includes Walworth Road and Jerome Road.
- j) **Planning Commission-** The next Planning Commission meeting will be Tuesday, May 20, 2025. Nothing new to report at this time.
- k) **Revenue and Expenditures-** Clerk Uyttenhove reviewed the Revenue and Expenditures Report for the period ending April 30, 2025. (See Attachment #8)

7. FINANCES

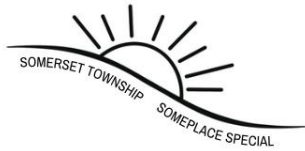
- a) **Bills & Payroll from April 13 through May 14, 2025 as prepared by Deputy Clerk Vozenilek-** Clerk Uyttenhove reviewed the April 2025 Accounts Payables and Payroll. Uyttenhove moved to approve Accounts Payables of \$30,916.79 and Payroll of \$83,224.56 for a total of \$114,141.35. Second O'Shaughnessey. 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-** Clerk Uyttenhove moved to approve the Consent Agenda as presented. Second Pumfrey. Vote taken. Ayes: 5. Nays: 0. Absent 0. Motion carried. Consent Agenda approved.

- a) Approve minutes from April 17th, 2025 Regular Board Meeting
- b) Approve Closed Session minutes from April 17th, 2025 Regular Board Meeting
- c) Accept Resignation of Keegan McKenna from Police Department effective May 5th, 2025
- d) Approval of sale to Vicky Morris in Jerome Cemetery, Section A, Lot 205, Spaces 1 & 2

9. UNFINISHED BUSINESS

- a) **Invoice Cloud Early Termination Agreement-** No new information at this time.
- b) **FOIA Procedure to be completed by the next meeting-** No new information at this time.
- c) **Solar Energy Project-** No new information at this time.
- d) **Quarterly Pay for Fire Department-** Supervisor Shaw said that all payments will now be bi-weekly (every two weeks).



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County Commissioner- Commissioner Leininger entered the meeting at 7:52pm to give his report. Commissioner Leininger updated the Board on the Lake Somerset Assessment District and the recently passed building bond for LifeWays Community Mental Health in Hillsdale County.

- e) **Fire Department and EMS Discipline Policy #110.25-** Supervisor Shaw reviewed the updated Discipline Policy #110.25. Following discussion, item #3 for “Grounds for Immediate Termination” will be omitted. Shaw moved to accept Policy #110.25 as amended. Second Pumfrey. Roll Call Vote taken with Ayes: Uyttenhove, Meckley, Pumfrey, O’Shaughnessey, and Shaw. Nays: None. Absent: None. Motion carried.
(See Attachment #12)

10. NEW BUSINESS

- a) **Budget 2025-2026 Draft-** Supervisor Shaw said this is the first round of budget proposals, to be reviewed and finalized by the June 26 End-of-Year Meeting. (See Attachments #13 & #14)
- b) **Computer Ties Multi-factor Authentication Services-** Treasurer O’Shaughnessey reviewed the multi-factor security feature proposed by Computer-Ties. Following discussion, Meckley moved to accept the contract for the multi-factor security service from Computer-Ties at a cost of \$63.00 per month. Second O’Shaughnessey. Roll Call Vote taken with Ayes: Meckley, Pumfrey, O’Shaughnessey, Uyttenhove, and Shaw. Nays: None. Absent: None. Motion approved. (See Attachment #15)
- c) **Reviewing Somerset Township fees-** Clerk Uyttenhove reviewed the current Township fees as they pertain to cemetery, zoning, and building permit. Following discussion, more comparative research will be done and a recommendation will be made at the next meeting. (See Attachment #16)
- d) **Approve two Township Cleanup dates for the first Saturday in May and October each year-** Supervisor Shaw said based on the services and feedback from the last cleanup, Shaw proposed the Township host two cleanup dates, keeping them consistent on the first Saturdays of May and October each year. Following discussion, O’Shaughnessey moved to approve the Somerset Township cleanup dates to be the first Saturday in May and October, 8am-noon each year. Second Meckley. Vote taken with Ayes: 5. Nays: 0. Absent: 0. Motion carried.
- e) **Jerome Cemetery tree trimming estimates-** Supervisor Shaw stated he will come back with tree trimming estimates for the next Board meeting.
- f) **Board Member Roles and Responsibilities-** Supervisor Shaw reviewed the chain of command as it relates to the Police Department and Fire Department.
- g) **Underground Storage Tank Agreement-** Supervisor Shaw reviewed the contract from Fleis & Vandenbrink for the leaking underground storage tank and closure work plan, for a cost of \$4,500. O’Shaughnessey moved to approve the contract as presented. Second by Meckley with discussion. Following discussion, O’Shaughnessey withdrew her motion. Meckley withdrew his support. The item was tabled until the next Board meeting. (See Attachment #17)



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- h) **McCourtie Park Bridge Restorations-** Chair Monahan reviewed the bridge assessment done at McCourtie Park, and the bid for restorations by Frontier Rustic Sculpting. Following discussion, O'Shaughnessey moved to approve the contract for Frontier Rustic Sculpting for restoration work on all 17 bridges at a cost of \$6,700. Second Meckley. Roll Call Vote taken with Ayes: Uyttenhove, Meckley, Pumfrey, O'Shaughnessey, and Shaw. Nays: None. Absent: None. Motion carried. (See Attachment #18)

11. **PUBLIC COMMENT-** Opened at 8:49pm. Two people came forward to speak. Public Comment closed at 8:55pm.

12. **BOARD COMMENT-** Trustee Meckley stated that Michigan Senate Minority Leader Aric Nesbitt will be at the Flavor Fruit Farm August 31st during his campaign for Governor.

13. **ANNOUNCEMENTS-**

- a) Township Office closed Memorial Day, Monday May 26, 2025
- b) Music in the Park- Free live music featuring Storm Bandits, Friday, May 23, 6-9pm at the pavilion.
- c) Reminder that flowers are to be removed from cemetery sites for winter by April 1st and for summer by October 1st.
- d) Planning Commission meeting rescheduled for Tuesday, May 20 at 7pm.
- e) Next Regular Board Meeting will be Thursday, June 19th, 2025 at 7:00pm at the Somerset Center Community Room: 12715 East Chicago Road, Somerset Center MI, 49282
- f) The End-of-the-Year meeting will be Thursday, June 26th, 2025 at 7:00pm at the Somerset Center Community Room: 12715 East Chicago Road, Somerset Center MI, 49282

Hearing no further business, Supervisor Shaw adjourned the May 15th, 2025 Board Meeting at 8:59pm.

Respectfully submitted by Shaina Kulczycki, Somerset Township Coordinator.