



**Somerset Township**  
County of Hillsdale, MI  
12715 E. Chicago Road, P.O. Box 69  
Somerset Center, Michigan 49282-0069  
(517) 688-9223

**Board of Trustees Regular Meeting  
Minutes October 16, 2025-DRAFT**

1. **CALL TO ORDER-** The regular meeting of the Somerset Township Board of Trustees was called to order by Supervisor Tim Shaw on Thursday, October 16, 2025 at 7:00pm in the Somerset Center Community Room: 12715 East Chicago Road, Somerset Center, MI 49282.
2. **PLEDGE OF ALLEGIANCE-** Attendees recited the Pledge of Allegiance. There were 11 citizens in attendance.
3. **ROLL CALL of Board Members**
  - Supervisor Tim Shaw- Present
  - Treasurer Jan O'Shaughnessey- Present
  - Trustee Steve Meckley- Absent
  - Trustee David Pumfrey- Present
  - Clerk Sharon Uyttenhove- Present
4. **ADDITIONS OR CORRECTIONS TO AGENDA-** Clerk Uyttenhove said the **"Budget Amendment"** item will be added under New Business, and Supervisor Shaw said the **"Request to change location of December 1, 2025 Parks and Rec Meeting"** will be moved to Announcements. Hearing no other changes, O'Shaughnessey moved to approve the agenda as amended. Second Uyttenhove. Vote taken with Ayes: 4. Nays: 0. Absent: 1. Amended agenda approved.
5. **SUPERVISOR COMMENTS-** Supervisor Shaw explained the Public Comment process.
6. **PUBLIC COMMENT** (3-minute time limit) Opened at 7:02pm. Two (2) people came forward to speak. Public Comment closed at 7:05pm.
7. **CONSENT AGENDA-** Trustee Pumfrey moved to approve the Consent Agenda as presented. Second O'Shaughnessey. Vote taken with Ayes: 4. Nays: 0. Absent: 1. Consent Agenda approved.
  - a) Fire and Rescue- Chief Scott Friess (Attachment #1)
  - b) Treasurer- Treasurer Jan O'Shaughnessey (Attachment #2)
  - c) Police – Chief John Gessner (Attachment #3)
  - d) Parks and Rec. – Chair Dan Monahan (Attachment #4)
  - e) JCB – Chair Delores Smith-Post (Attachment #5)
  - f) Supervisor- Supervisor Tim Shaw
  - g) Assessor – Assessor Anthony Stockdale (Attachment #6)
  - h) Zoning- Administrator Tom Weidner (Attachment #7)
  - i) Approve September 18, 2025 Regular Board of Trustees Meeting Minutes (Attachment #8)
  - j) Approve September 29, 2025 Special Board of Trustees Meeting Minutes (Attachment #9)



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**8. REPORTS**

- a) **County Commissioner** – Commissioner Brent Leininger was not in attendance.
- b) **Hillsdale County Road Commission** – Commissioner Kline reported on funding that is expected to come to the County Road Commission and updates on road projects and tree removal services. Please visit [www.hillsdalecrc.org](http://www.hillsdalecrc.org) or [www.facebook.com/hillsdalecrc](https://www.facebook.com/hillsdalecrc) for the most current information.
- c) **Planning Commission** – Chair Carolan was not in attendance. The Planning Commission will have a special meeting on Thursday, October 23, 2025 at 7:00pm in the Somerset Center Community Room: 12715 East Chicago Road, Somerset Center, MI 49282.
- d) **Election Report**- Clerk Uyttenhove reviewed the upcoming special election on Tuesday, November 4, 2025 for the Hanover-Horton School District.

**9. FINANCES**

- a) **Flash Report**- Clerk Uyttenhove reviewed the Flash Report ending October 17, 2025. (See Attachment #10)
- b) **Revenue and Expenditures** - Clerk Uyttenhove reviewed the Revenue and Expenditures Report for the period ending October 31, 2025. (See Attachment #11)
- c) **September 2025 Bills & Payroll through October 16, 2025 as prepared by Deputy Clerk Vozenilek**- Clerk Uyttenhove reviewed the Accounts Payables and Payroll ending October 16, 2025. Trustee Pumfrey moved to approve Account Payable of \$104,359.90 and Payroll of \$62,052.48, for a total of \$166,412.38. Second O'Shaughnessey. Roll call Vote was taken with Ayes: O'Shaughnessey, Uyttenhove, Pumfrey, and Shaw. Nays: None. Absent: Meckley. Motion carried. (See Attachments #12, #13, & #14)

**10. UNFINISHED BUSINESS**

- a) **2026 July Fireworks**- Following discussion, no action was taken at this time.
- b) **Township Policy Review**- Coordinator Kulczycki reviewed the draft Township policies and next steps for revisions. Informational only.

**11. NEW BUSINESS**

- a) **Municipal Building Custodian**- Supervisor Shaw reviewed the posted position for a new municipal building custodian and the applicant Barbara Johnson. Following discussion, Uyttenhove moved to hire Barbara Johnson for the municipal building custodian, effective October 17, 2025 at a rate of \$20/hour for up to 4 hours per week.
- b) **P.O. 4879 Computer-Ties New Servers w/ Licenses: \$12,426**- Supervisor Shaw reviewed the need for new servers to be replaced at the Township office. Following discussion, Shaw moved to table this item until more information can be presented. Vote taken with Ayes: 4. Nays: 0. Absent: 1. Motion carried, item tabled. (See Attachment #15)



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- c) **Budget Amendment-** Clerk Uyttenhove reviewed the 1<sup>st</sup> quarter budget amendments for the 2025-2026 budget. Following discussion, the expenditure items “Move Budget from 401-340-930 Fire Repairs/Bldg Maint” and “Move to 401-974-981 Land Improvements” will be stricken from the report. O’Shaughnessey moved to approve the 1<sup>st</sup> quarter budget amendments as amended. Second Pumfrey. Roll Call Vote taken with Ayes: Pumfrey, O’Shaughnessey, Uyttenhove, and Shaw. Nays: None. Absent: Meckley. Motion carried. (See Attachment #16)

**12. PUBLIC COMMENT** (3-minute time limit) Opened at 7:41pm. Three (3) people came forward to speak. Public Comment closed at 7:44pm.

**13. BOARD COMMENT-** Supervisor Shaw said a consultant will be coming in to work with the Clerk and Treasurer’s Department on best accounting practices.

**14. ANNOUNCEMENTS**

- a) Next Regular Board of Trustees Meeting: Thursday, November 20th, 2025 at 7:00pm in the Somerset Center Community Room: 12715 East Chicago Road, Somerset Center, MI 49282.
- b) Planning commission Public Hearing scheduled Thursday, October 23, 2025 at 7:00pm in the Somerset Center Community Room: 12715 East Chicago Road, Somerset Center, MI 49282.
- c) Halloween Trunk or Treat in the Somerset Township parking lot: Friday, October 31, 2025 starting at 6:00pm.
- d) Location of the December 1, 2025 Parks and Rec Meeting will be held at 4:00pm in the Rathskeller at McCourtie Park: 10426 South Jackson Road, Cement City, MI 49233.

**Hearing no further business, Supervisor Shaw adjourned the October 16, 2025 Board Meeting at 7:47pm.**

**Respectfully submitted by Shaina Kulczycki, Somerset Township Coordinator.**