



**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 September 18, 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, September 18, 2025 at 7:00pm in the Jerome Community Building: 9611 Harrison Street, Jerome MI, 49249.
2. **PLEDGE OF ALLEGIANCE-** Attendees recited the Pledge of Allegiance. There were 15 citizens in attendance.
3. **ROLL CALL of Board Members**
  - Supervisor Tim Shaw- Present
  - Treasurer Jan O'Shaughnessey- Present
  - Trustee Steve Meckley- Present
  - Trustee David Pumfrey- Present
  - Clerk Sharon Uyttenhove- Present
4. **ADDITIONS OR CORRECTIONS TO AGENDA-** Supervisor Shaw said **"Attorney Opinion"** will be added under **New Business**, and Trustee Meckley requested the **"Fire Report"** and **"Treasurer Report"** be taken out of the **Consent Agenda** and moved to Reports for further discussion. Trustee Meckley also requested the newly distributed **"Flash Report"** be added under **Finances**. Hearing no other changes, Meckley moved to approve the agenda as amended. Second Uyttenhove. Vote taken with Ayes: 5. Nays: 0. Absent: 0. Amended agenda approved.
5. **SUPERVISOR COMMENTS-** Supervisor Shaw explained the Public Comment process.
6. **PUBLIC COMMENT** (3-minute time limit) Opened at 7:03pm. No one came forward to speak. Public Comment closed at 7:03pm.
7. **CONSENT AGENDA-** Trustee Meckley moved to approve the Consent Agenda as amended. Second Pumfrey. Vote taken with Ayes: 5. Nays: 0. Absent: 0. Consent Agenda approved.
  - a) Police – Chief John Gessner (Attachment #1)
  - b) Parks and Rec. – Chair Dan Monahan (Attachment #2)
  - c) JCB – Chair Delores Smith-Post (Attachment #3)
  - d) Assessor – Supervisor Tim Shaw (Attachment #4)
  - e) Zoning- Administrator Tom Weidner (Attachment #5)
  - f) Approve August 21, 2025 Board of Trustees Regular Meeting Minutes (Attachment #6)
  - g) Approve August 27, 2025 Board of Trustees Special Meeting Minutes (Attachment #7)
  - h) Approve August 27, 2025 Board of Trustees Special Closed Meeting Minutes
  - i) Approve September 11, 2025 Board of Trustees Special Meeting Minutes (Attachment #8)



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**8. REPORTS**

- a) **Supervisor** – Supervisor Shaw commented on the Township’s decision to change Health Insurance plans and thanked the full-time employees who will be impacted by this change. Shaw also stated the Township/Plaza parking lot entrance will have road repairs done on Thursday, September 25, 2025.
- b) **Election Report**- Clerk Uyttenhove reviewed the upcoming special election on Tuesday, November 4, 2025 for the Hanover-Horton School District.
- b) **County Commissioner** – Commissioner Brent Leininger entered the meeting at 7:15pm. Commissioner Leininger gave updates on the 800-megahertz radio system, the Hillsdale County budget, and commented on the Lake Somerset dam and state revenue sharing costs.
- c) **Hillsdale County Road Commission** – Commissioner Kline was not in attendance.
- d) **Planning Commission** – No report at this time.
- e) **Revenue and Expenditures** - Clerk Uyttenhove reviewed the Revenue and Expenditures Report for the period ending August 31, 2025. (Attachment #9)
- f) **Fire and Rescue Report**- Fire Chief Friess read the August Fire and Rescue Report. Informational only. No action taken. (Attachment #10)
- g) **Treasurer Report**- Informational only. No action taken. (Attachment #11)

**9. FINANCES**

- a) **August 2025 Bills & Payroll through September 18, 2025 as prepared by Deputy Clerk Vozenilek**- Clerk Uyttenhove moved to approve Accounts Payables and Payroll from August 22, 2025 to September 18, 2025. Second Pumfrey. Following discussion, Uyttenhove rescinded her original motion. Clerk Uyttenhove then moved to approve Account Payable of \$84,241.30 and Payroll of \$56,377.03, for a total of \$140,618.33. Second Pumfrey. Roll call Vote was taken with Ayes: O’Shaughnessey, Uyttenhove, Meckley, Pumfrey, and Shaw. Nays: None. Absent: None. Motion carried. (Attachment #12)
- b) **Flash Report**- Clerk Uyttenhove reviewed the Flash Report ending August 31, 2025. (Attachment #13)

**10. UNFINISHED BUSINESS**

- a) **Solar Energy Facility Ordinance**- Supervisor Shaw reviewed the draft Solar Energy Facility Ordinance, recommended by the Planning Commission after the August 26, 2025 Public Hearing. Following discussion, O’Shaughnessey moved to approve the Solar Energy Facility Ordinance as presented. Second Pumfrey. Roll call vote taken with Ayes: Uyttenhove, Meckley, Pumfrey, O’Shaughnessey and Shaw. Nays: None. Absent: None. Motion carried. (Attachment #14)



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- b) **2026 July Fireworks**- Clerk Uyttenhove reviewed the pricing for 2026 fireworks from Great Lakes Fireworks. The updated cost for fireworks on July 4, 2026 is \$22,000, compared to July 3 or 5, 2026 for a cost of \$20,000. Following discussion, no action was taken at this time.  
(Attachment #15)
- c) **Invoice Cloud**- Supervisor Shaw updated the Board on the Invoice Cloud contract and the Attorney's recommendation to pay the \$10,000 fee to close the contract. Following discussion O'Shaughnessey moved to approve the \$10,000 payment to Invoice Cloud to close the contract. Second Pumfrey. Roll Call Vote taken with Ayes: Pumfrey, O'Shaughnessey, and Shaw. Nays: Meckley and Uyttenhove. Absent: None. Motion carried.
- d) **BS&A Conference Oct 6-9, 2025**- Treasurer O'Shaughnessey said the Treasurer and Clerk will no longer be attending the conference. Informational only.

**11. NEW BUSINESS**

- a) **Township Health Insurance**- Supervisor Shaw reviewed the health insurance policy change that was approved at the September 11, 2025 Special Meeting, and updated the Board on other renewal options with a Health Savings Account. Following discussion, this item was tabled. (Attachment #16)
- b) **Recommend Township Tax Interest Date**- Treasurer O'Shaughnessey reviewed the current Michigan tax dates and how interest is collected monthly. Following discussion, O'Shaughnessey moved for the Township to collect summer taxes interest free until September 30<sup>th</sup> at 4pm. Vote taken with Ayes: 5. Nays: 0. Absent: 0. Motion carried.
- c) **Township Policy Review**- Coordinator Kulczycki reviewed the draft Township policies and next steps for revisions. Informational only.
- d) **Attorney Opinion**- Supervisor Shaw explained a situation that was brought to his attention involving the General Appropriations Act (Resolution #2025-7). Kulczycki read the attorney's opinion in response to the transfers between township accounts. Informational only.  
(Attachment #17)

**12. PUBLIC COMMENT** (3-minute time limit) Opened at 9:05pm. Three (3) people came forward to speak.  
Public Comment closed at 9:19pm.

Upon request during public comment, Meckley moved to approve the charitable game license for the Underdogs Softball non-profit organization. Second Pumfrey. Vote taken with Ayes: 5. Nays: 0. Absent: 0. Motion carried.

**13. BOARD COMMENT**- Supervisor Shaw, Treasurer O'Shaughnessey and Clerk Uyttenhove responded to public comments.



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**14. ANNOUNCEMENTS**

- a) Next Regular Board of Trustees Meeting: Thursday, October 16, 2025 at 7:00pm in the Somerset Center Community Room: 12715 East Chicago Road, Somerset Center, MI 49282
- b) Road work in the Township/Plaza parking lot entrance will take place Thursday, September 25, 2025.

**Hearing no further business, Supervisor Shaw adjourned the September 18, 2025 Board Meeting at 9:22pm.**

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

DRAFT