

Sharon Uyttenhove

From: Tim Shaw
Sent: Monday, September 22, 2025 9:56 AM
To: Janet O'Shaughnessey
Cc: Sharon Uyttenhove
Subject: FW: Notification of Payroll Errors
Attachments: payroll errors.pdf

From: Mary Meints <mjomeints@gmail.com>
Sent: Sunday, September 21, 2025 3:30 PM
To: Tim Shaw <supervisor@somersetstownship.org>; shawtim89 <shawtim89@gmail.com>
Subject: Notification of Payroll Errors

Supervisor Shaw,

I hereby request that this email be presented to the Board under Correspondence Received at the next meeting of the Board and that this document and the attachments be made a part of the records of the meeting and read aloud.

During my review of the Payroll report for the period of 7/17/25 to 8/11/25 I found discrepancies in payments to the Deputy Clerk and Deputy Treasurer. I brought the issue to Clerk Uyttenhove the morning of 9/18/25. Deputy Clerk Vozenilek identified the problem as "auto pay" entries into the Payroll system made by Clerk Uyttenhove in error. Deputy Clerk Vozenilek stated the changes appeared to be made following the pay increase approved by the Board on June 30, 2025. Deputy Treasurer Weidner has been automatically paid an additional \$15.00 per pay period for the "Parks and Recreation Committee per diem", while Deputy Clerk Vozenilek has been automatically paid an additional \$20.00 per pay period for "training". However, upon further inspection of the previous pay periods, it appears that multiple adjustments were made to these employees' payroll files evidenced by the fact that Deputy Vozenilek was paid the additional \$20.00 on 7/18 and the 8/15 election inspector payment, but that amount was not added to the 8/1 or 8/15 paychecks. I cannot even determine what was paid to Deputy Weidner. On 7/3 she was paid an additional \$52.25, \$15.00 on 7/18, underpaid \$25.00 on 8/1, then paid an additional \$15 on 8/15. (See attached documents). In light of these additional discrepancies, I hereby request that you consider this email my Formal Complaint against the Township Clerk.

First, I would suggest that the payroll reports being provided to the Board and the public are unclear and insufficient to make any determination as to the validity of the payments or for the Board to actually "APPROVE". This "Employee Earnings History Report" does not show each payment category and therefore cannot be used to determine if the payment was made properly; nor does it supply enough information to ask valid questions. If the Clerk's office wants to reduce the time spent researching and

providing documentation for FOIA requests, I am certain that BS&A software has a more appropriate report that will eliminate the need for such requests.

Once the Clerk is able to produce a report that explains the above-listed discrepancies, I would further suggest that a Memo be attached to each of the time sheets affected for each employee providing details of the reason(s) for the overpayments or underpayments, the total amount to be adjusted, and the date these adjustments will appear on the employees' paychecks. This will provide a clear audit trail.

There are a number of other ways that the payroll reporting as well as other financial reporting can be done to provide you, the Board, and the Department heads with more accurate information, better control, more clarity, and give the public more transparency that will result in less questioning and, most importantly, more trust in the Board and employees.

In addition, I have attached the payroll check for Mr. Joseph Grech in his new capacity for transferring the garbage from McCourtie Park to the dumpsters at the Township Office. You will see that the first month that he has been paid for these duties totalled \$180.50 plus the employer's share of FICA taxes of \$13.81 brings the total Township expense to \$194.31. It occurs to me that the amount we pay monthly to LRS to empty and dispose of the contents of the dumpster(s) at the Township is \$190.00. I believe that demonstrates the incongruity of paying someone \$19.00 per hour to complete this task. My husband and I hereby volunteer to insure that this task is completed at no cost to the Township.

Thank you for your time and attention in these matters and I look forward to the response from the Board at the next regular or special meeting that is called. If you need any additional information or have any questions for me, feel free to contact me at any time.

Respectfully,

Mary Meints

Sharon Uyttenhove

From: Tim Shaw
Sent: Monday, September 22, 2025 9:56 AM
To: Janet O'Shaughnessey
Cc: Sharon Uyttenhove
Subject: FW: Extension of deadline for Summer taxes/Variance in Fire Department monthly income

From: Mary Meints <mjomeints@gmail.com>
Sent: Sunday, September 21, 2025 5:03 PM
To: Tim Shaw <supervisor@somersetstownship.org>; shawtim89 <shawtim89@gmail.com>
Subject: Extension of deadline for Summer taxes/Variance in Fire Department monthly income

Supervisor Shaw,

I hereby request that this email be included in the next regular or special meeting as Correspondence Received, shared with the Board members, and read aloud at the meeting.

I would like to address the inaccurate information that was provided by the Township Treasurer at the Board meeting held on September 18, 2025.

The Treasurer presented a motion to the Board to extend the deadline for payment of Summer taxes to September 30, 2025 and to waive interest fees until that time. Her reasons for this request were as follows:

1. She felt bad for people who just missed the deadline.
2. It is difficult and time consuming to calculate the interest and new total due.
3. The interest is applied monthly and doesn't start until October 1st anyway.

Here are my responses to these items.

1. Whatever deadline is set, there will be someone who just missed it.
2. With the BS&A software, it is a simple matter to go online and enter the date for the payment, and the software will calculate the amount due and will allow you to print a new tax invoice. This process takes less than 2 minutes if you are slow.
3. The interest begins this year on September 16th, and is actually applied up to the date the citizen pays the tax.

Treasurer O'Shaughnessey further stated that the statute allows the Board to pass a resolution to waive the interest fees. That is an incorrect statement. Here is the language of the statute which is located at MCL 211.44a(6):

"Interest shall (which means it is *required*) be added to taxes collected after September 14 at that rate imposed by section 78a on delinquent property tax levies the became a lien in the same year. However, if September 14 is on a Saturday, Sunday, or legal holiday, the last day taxes are due and payable before interest is added is on the next business day and interest shall be added to taxes that remain unpaid on the immediately succeeding business day ...". (Notation and emphasis added)

Per the statutes, the ONLY time a Township is able to waive interest [MCL 211.44(4)], is from February 15th to the day taxes are returned as delinquent under section 78a(2) [MCL 411.78a(2)], but ONLY on a summer property tax deferred under section 51 (MCL 211.51) ...

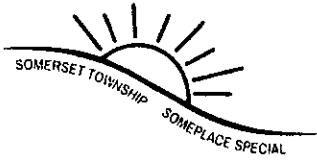
MCL 411.44(4) states "The governing body of a local property tax collecting unit may waive all or part of the property tax administration fee or the late penalty charge, or both." To my knowledge, this Township does not charge the 3% late payment fee.

I am sure that someone is going to say that we have always waived the interest for everyone who pays after February 15th, but before March 1st. That may be true, but I feel certain that the Township had to make up that difference at Settlement. In any case, now that everyone knows that it is not allowed by statute, it would probably be best if we don't do that any more. Please feel free to confirm this information and the plain language of the statutes with the Michigan Township Association and/or County Treasurer Stephanie Kyser.

It is my sincere hope that the Township Board can get to a point where these types of questions and issues are what are talked about and questioned at our monthly meetings rather than some of the issues and proposals for new policy that have been presented recently that seem to do nothing but decrease transparency and make it more difficult for the public to get questions answered or to obtain information, which in turn increases the public mistrust in our local government.

Respectfully,

Mary Meints



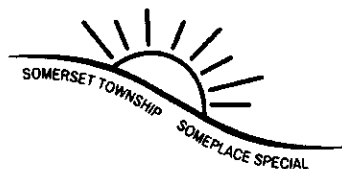
Somerset Township
County of Hillsdale, MI
12715 E. Chicago Road, P.O. Box 69
Somerset Center, Michigan 49282-0069
(517) 688-9223

Cemetery Rules and Regulations

Revised 9/22/2025

1. Lot owners may make alterations or place decorated items within a 9-inch perimeter surrounding their headstone(s), provided the alterations do not impede mowing, maintenance, or cemetery operations; nor does it extend into an adjacent lot. **ALL REQUESTS FOR ALTERATIONS MUST BE SUBMITTED TO THE TOWNSHIP BOARD FOR APPROVAL, AND ANY APPROVED ALTERATIONS SHALL BE MAINTAINED BY THE LOT OWNER(S) AT THEIR OWN EXPENSE.**
2. Proprietors of lots shall not allow interments to be made in lots for remuneration.
3. The Board shall have the right to cancel the cost on any lot, when in their judgement the parties are not financially able to pay the same.
4. If any tree or shrub situated in any lot or alley shall, by means of it's roots, branches or otherwise, become detrimental to the adjacent lots or alleys, or unsightly or inconvenient, the Township, at their discretion, shall have the right to remove such tree or shrub or such parts thereof as are, or may become detrimental, unsightly, or inconvenient.
5. If any monument, effigy, or structure, or any inscription be placed in or upon any lot which shall be determined by the Board to be offensive or improper, or injurious to the surrounding lots or grounds, the said Board reserves the right to enter upon such lot and remove, or cause the same to be removed.
6. The owners of lots and their families shall be allowed access to the grounds at all times, observing the rules which are or may be adopted for the regulation of visitors. **CEMETERY GROUNDS ARE OPEN TO THE PUBLIC DAWN TILL DUSK EACH DAY.**
7. No grave shall be dug upon any lot or any deed executed for the same unless the purchase money for the same shall have been paid.
8. The Sexton shall have full control of the cemetery grounds under the direction of the Board, and no grave shall be dug on any lot except by the Sexton, or any permanent fixture above or below ground put on any lot except by the Sexton or under his direction and then only on order from the Board.
9. The Sexton shall have 15 days from the time of request to complete any work. If the work cannot be done in this amount of time the Sexton can request an extension with a valid reason, of 15 days and the request must be signed by 2 Township Board members (Clerk should be one if available).
10. Rights of burial will be transferred to heirs but to no one else, unless requested in with signatures, by applying to the Township Clerk and having the same transferred on the record, and also on the deed.
11. Parties wishing to depose of right of burial may sell the same to the Township. The Township paying the original price pro rata, according to amount returned.

12. Winter flowers to be removed before April 1st. After such date they will be removed by grounds keeper.
13. Summer flowers to be removed by October 1st. After such date they will be removed by grounds keeper.
14. Veterans' flags will be placed in cemetery 1 week before Memorial Day by grounds keeper and removed by October 1st.
15. These rules and regulations are to become effective immediately.



Somerset Township
 County of Hillsdale, MI
 12715 E. Chicago Road, P.O. Box 69
 Somerset Center, Michigan 49282-0069
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**Board of Trustees Regular Meeting
 Minutes September 18, 2025-DRAFT**

- 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 30th 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.

State of MI Summer Tax Collection Schedule

What is the schedule?

Early July: Bill notice sent and summer property taxes become a lien until paid.

By September 14: If taxpayer is eligible, Tax Deferment Request Form must be received by local city or township treasurer.

Not later than September 14 (may be earlier or later depending on township or city charter): Payment must be received.

After September 14 (may be later or earlier depending on the city charter): 1% interest per month will accrue if the payment is late. The taxpayer must include the following late penalty interest fees for late payments.

Payment Received Date	Amount of Tax Due: Please note that you will need to check with your local Taxing unit as some of the interest penalty charges may vary
September 15-30	102% of Base Tax (Base Tax, plus 1% administrative fee, plus 1% interest penalty)
October 1-31	103% of Base Tax (Base Tax, plus 1% administrative fee, plus 2% interest penalty)
November 1-30	104% of Base Tax (Base Tax, plus 1% administrative fee, plus 3% interest penalty)
December 1-31	105% of Base Tax (Base Tax, plus 1% administrative fee, plus 4% interest penalty)
January 1-31	106% of Base Tax (Base Tax, plus 1% administrative fee, plus 5% interest penalty)
February 1-28	107% of Base Tax (Base Tax, plus 1% administrative fee, plus 6% interest penalty)
	Please note: there may be additional interest penalty charged by the local taxing unit if paid after February 14.

February 28: Payment must be received by this date or the property tax will be considered delinquent and turned over to the county treasurer on March 1. Additional interest penalty will apply after March 1.

What if I make payment after September 14th?

You will owe interest on the unpaid tax at a rate of 1% per month, unless you live in a city where the charter provides for a different collection date. In addition, if the tax remains unpaid on March 1, it will be returned to your county treasurer as delinquent for collection at the same time and in the same manner as other delinquent property taxes.

February 28: Payment must be received by this date or the property tax will be considered delinquent and turned over to the county treasurer on March 1. Additional interest penalty will apply after March 1.

Savings
~~* \$108,710 +-
 from current rate of \$242,314.32~~

Proposal for: SOMERSET TOWNSHIP

Priority Health

Agent: TERRY CHILCOTE County: HILLSDALE
 Quote ID: 827756 # employees: 5
 Zip code: 49282 # members: 17
 Group ID: 778009

Effective Date: 10/1/2025
 Generated on: 09/18/2025

Plan comparison

Board approved

Benefit details	Alternate Renewal Plan	
	PriorityHSA HMO Gold G201	PriorityHMO Platinum
Renew this plan	<input type="checkbox"/>	<input type="checkbox"/>
Product	HMO	HMO
Coinsurance	0 %	0 %
Coinsurance Maximum	N/A / N/A	N/A / N/A
Deductible individual/family	\$2,000 / \$4,000 aggregate	\$0 / \$0 embedded
Office visits PCP/SPEC/UC	Covered in full after deductible / Covered in full after deductible / Covered in full after deductible	\$15 / \$20 / \$75 copay before deductible
Out-of-pocket limit	\$6,950 / \$13,900 embedded	\$4,500 / \$9,000 embedded
Preventive health services	Covered in full	Covered in full
Prescription	\$5 / \$40 / \$80 / \$100 / 20% / 20% after deductible	\$5 / \$10 / \$40 / \$80 / 20% / 20% before deductible
Outpatient services	Covered in full after deductible	\$150 copay before deductible
Inpatient hospital services	Covered in full after deductible	\$200 copay before deductible
Emergency room	Covered in full after deductible	\$150 copay before deductible
Lab services	Covered in full after deductible	\$15 copay before deductible
Maternity/postnatal	Covered in full	Covered in full
Virtual care	Covered in full after deductible	\$10 copay before deductible
Adult Vision Exam	N/A	\$15 copay for eye exam including refraction
Totals	with taxes and fees	with taxes and fees
Monthly premium	\$8,855.65	\$11,133.58
Annual total premium	\$106,267.80	\$133,602.96 *
Percent difference	-45.98 %	-32.09 %

*Ind. \$3,500-
 Family 5,500-
 Township HSA*

*\$2277.93
 x 12
 \$27,335.16 annual
 5 employees
 \$5,467.03*



Somerset Township
County of Hillsdale, MI
12715 E. Chicago Road, P.O. Box 69
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RESOLUTION 2025-8

Resolution to Adopt the Annual Exemption Option as Set Forth in 2011 Public Act 152, The Publicly Funded Health Insurance Contribution Act

WHEREAS, 2011 Public Act 152 (the "Act") was passed by the State Legislature and signed by the Governor on September 24, 2011;

WHEREAS, the Act contains three option for complying with the requirements of the Act;

WHEREAS, the three options are as follows:

1. Section 3- "Hard Caps" Option- limits a public employer's total annual health care costs for employees based on coverage levels, as defined in the Act;
2. Section 4- "80%/20%" Option- limits a public employer's share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
3. Section 8- "Exemption" Option- a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

WHEREAS, the Somerset Township Board of Trustees has decided to adopt the annual Exemption option as its choice of compliance under the Act;

NOW, THEREFORE, BE IT RESOLVED the Somerset Township Board of Trustees elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption option for the medical benefit plan coverage year October 1, 2025 through September 30, 2026.

Roll Call Vote:

Yeas: Pumfrey, Meckley, O'Shaughnessey, and Shaw

Nays: None

Absent: Uyttenhove

Resolution declared adopted this 29th day of September, 2025.

CERTIFICATION

I, Sharon Uyttenhove, the duly elected and acting Clerk of Somerset Township, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Somerset Township Board of Trustees at a special meeting held on September 29, 2025.



Sharon Uyttenhove
Somerset Township Clerk