**ORLEANS TOWNSHIP BOARD**

**February 28, 2023**

**Orleans Township Hall**

**Call to Order:** Supervisor Colwell called the meeting to order at 7:00PM and led the Pledge Allegiance followed by a short invocation.

**Members present:** Clare Colwell, Al Almy, Barbara Colwell and

 Bob Terrill

**Set/Amend Agenda:** Motion by B. Colwell, supported by Almy, to approve the Agenda as presented. Motion carried unanimously.

**Consent Agenda:** The consent agenda contained the January 24, 2023 minutes as well as the new financial reporting formats from the BS&A system for January. Colwell went through the Comparative Balance sheet for all funds, the Revenue and Expense reports for all funds and the checks written for the month in each fund, answered questions and provided clarification where needed. There were no budget amendments. Motion by Almy, supported by Terrill, to approve the Consent Agenda as presented. Motion carried unanimously.

**Reports**

A. **Police** – Deputy Richards reported activity for the month of January. 43 calls. Colwell and he briefly discussed blight activity coming in the spring.

B. **Fire Department** – Chief Hill reported activity for the Department for January and informed the Board of possible County involvement regarding upgraded radio communication.

C**. Assessor Report** – Board of Review meetings are set for; Monday, March 13 9:00am – 4:00pm and Wednesday, March 15, 2:00pm – 9:00pm

D. **County Commissioner** – No report

E. **Long Lake Improvement Board** – No Report

F. **Roads** – No report

G. **Permit Officer** - Almy presented the Board with a Permit Activity Report and gave a short recap of his interactions.

H. **Sewer**- No report given

I. **Cemetery** – No report given

J. **Building Authority** –No report

**New Business**

A**. Walker Fluke & Sheldon Audit Engagement Agreement** – Motion by Almy, supported by B. Colwell to approve the engagement of Walker Fluke & Sheldon to perform the Township’s 2024 audit and to authorize the Supervisor and Clerk to sign the agreement on behalf of the Township. Motion carried unanimously.

B. **CDAR**/**Investments vs. Fire Truck Purchase** – Supervisor Colwell discussed with the Board that the Township has a CDAR coming due in early March for $195,448. $100,000 of those funds is earmarked for a downpayment on the firetruck the Township ordered and expects delivery of, hopefully, in August. Treasurer Colwell also discussed various funds that needed to be moved to make funds available and to obtain desirable rates on funds staying invested.

Additionally, she discussed finding from the audit that pointed out the Township was holding more money in restricted sewer accounts than was required by the USDA loan covenants. It was suggested that these excess funds could be removed from the restricted account and invested in higher yielding options. Motion by Almy, supported by Terrill, to make what movements were necessary to accomplish reinvesting CDA funds, providing the downpayment money and achieving higher yields on the sewer funds. Motion carried unanimously.

C. **Mileage Reimbursement** – Colwell discussed the how the Township was reimbursing staff for mileage driven while on Township business. Apparently, some confusion existed as to what the rate was. Colwell was using the IRS mileage reimbursement rate published each however, the Clerk was, in fact, reimbursing at a rate approved by the Board in fiscal 2022. Motion by Almy, supported by Terrill, to reimburse mileage base on the IRS reimbursement rate adjusted each year. Motion carried unanimously.

D. **2023 Mowing Contract** –Colwell discussed the mowing contract for the hall and cemeteries for 2023. Mr. Hodges contacted Colwell and said he would honor the 2022 contract pricing for 2023. Motion by B. Colwell, supported by Almy, to approve the 2023 contract under the same terms as 2022. Motion carried unanimously.

E. **FY24 Budget Review** – Colwell reviewed with the board the proposed fiscal year 2024 (FY24) budget that he has prepared. Colwell reminded the Board that it will be necessary to approve the FY24 budget as well as any FY23 budget amendments at the March meeting.

F. **Deputy Treasurer** – B. Colwell informed the Board that she has appointed Karrie Clark to replace Clare Colwell as the deputy treasurer effective March 1, 2023.

G. **Budget Hearing Meeting Time** – Colwell discussed with the Board the timing of the Budget Hearing. It was agreed that the hearing would be held at 6:30PM on March 28, 2023.

**Old Business**

A. **May Meeting Chair** – Colwell informed the Board that, according to the Michigan Township Association, if the Supervisor is absent, the Clerk will call the meeting to order and then the remaining board members will appoint a chairman for the meeing

B. **Proposed Real Estate Dwelling Amendment** – In discussion with the MTA, Colwell became aware that the only way to “amend” an ordinance is to replace the ordinance with a new one. In view of the steps required to accomplish that, he suggested that he and Almy would review the entire ordinance for changes and make any additional changes part of the new ordinance.

C. **ICRD Brine Amendment/Gravel Agreement** – Colwell shared with the Board correspondence from the Ionia County Road Department informing the Township that the original brine agreement is now void because the original company providing the brine has been sold. The next lowest bidder, Corrigan Environmental Solutions, has agreed to pick up the contract but at a $.25 per gallon increase. Motion by Almy, supported by Terrill, to approve the new brine agreement and authorize the clerk and supervisor to sign on behalf of the Township. Motion carried unanimously.

The Road Department provided the Township with estimated gravel requirements for the Township’s gravel roads in fiscal 2024. They propose a total of 7,000 yards, 2,000 yards more than last year, at a cost of $15.48 per yard compared to $10.48 per yard last year. The increased yards and increased cost per yard will increase estimated cost for road repairs from $67.5K to $108K. Motion by B. Colwell, supported by Terrill, to approve the gravel agreement and authorize the clerk and supervisor to sign on behalf of the Township. Motion carried unanimously.

There being no further business, the meeting was adjourned at 8:29PM

Date: March 3, 2023

Clare Colwell, Supervisor & Acting Secretary