

HADLEY TOWNSHIP
4293 Pratt Rd-P.O. Box 227
Hadley MI 48440
Minutes of Hadley Township Board Meeting
Held at Hadley Township Office Building
June 11, 2024

A regular meeting of the Hadley Township Board was held on Tuesday, June 11, 2024 at 7:00pm at the Hadley Township Office Building, 4293 Pratt Rd, Hadley, MI.

Board members present: Hartwig, Schultz, Daly, Brandt and Monroe
 Others present: Fire Chief Nass, Asst. Chief Ivory, Deputy Clerk Ivory and 31 township residents

The meeting was called to order at 7:00 pm by Supervisor Monroe.

AGENDA.

*24-045 Motion by Daly, second by Schultz, to approve the agenda as presented.

Ayes: Hartwig, Schultz, Daly, Brandt, and Monroe

Nays: None

Motion carried.

TREASURER'S REPORT - May 2024

| | BEGINNING | | | | | ENDING |
|---|--------------|-------------|---------------|------------|--------|-----------------------|
| | BALANCE | RECEIPTS | DISBURSEMENTS | GAINS | LOSSES | BALANCE |
| CHASE SAVINGS - General/Fire | \$361,025.37 | \$7,156.83 | \$53,160.98 | \$13.79 | \$0.00 | \$315,035.01 |
| CHASE CHECKING - General/Fire | \$2,000.00 | \$53,160.98 | \$53,160.98 | \$0.00 | \$0.00 | \$2,000.00 |
| MI CLASS - INVESTMENT - General | \$704,822.47 | \$0.00 | \$0.00 | \$3,223.27 | \$0.00 | \$708,045.74 |
| MSUFUCU - INVESTMENT - General | \$316,777.66 | \$0.00 | \$0.00 | \$1,105.43 | \$0.00 | \$317,883.09 |
| CHOICE ONE - INVESTMENT - CD'S | \$516,115.33 | \$0.00 | \$0.00 | \$3,471.54 | \$0.00 | \$519,586.87 |
| FLAGSTAR - INVESTMENT - CD'S | \$300,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$300,000.00 |
| CHOICE ONE CHECKING - Special Assessment | \$135,100.91 | \$1,794.42 | \$14,564.57 | \$116.10 | \$0.00 | \$122,446.86 |
| CHOICE ONE CHECKING - Public Improvement | \$1,016.71 | \$110.00 | \$0.00 | \$0.46 | \$0.00 | \$1,127.17 |
| CHOICE ONE CHECKING - Tax | \$208.00 | \$0.00 | \$0.00 | \$1.53 | \$0.00 | \$209.53 |
| CHOICE ONE CHECKING - Cemetery | \$2,773.04 | \$6,680.00 | \$6,853.47 | \$2.10 | \$0.00 | \$2,601.67 |
| FLAGSTAR INVESTMENT - Cemetery Investment | \$66,177.43 | \$0.00 | \$5,000.00 | \$221.30 | \$0.00 | \$61,398.73 |
| TOTAL ASSETS: | | | | | | \$2,350,334.67 |

| <u>Financial Institution Summary</u> | | | <u>Account Summary</u> | |
|--------------------------------------|-----------------------|-------------|--------------------------------|-----------------------|
| Choice One | \$645,972.10 | 27% | General Funds Total: | \$1,469,820.84 |
| Flagstar | \$361,398.73 | 15% | Fire Funds Total: | \$222,668.03 |
| Chase | \$317,035.01 | 13% | ARPA (covid) Funds Total: | \$470,061.84 |
| MI Class | \$708,045.74 | 30% | Cemetery Funds Total: | \$64,000.40 |
| MSUFUCU | \$317,883.09 | 14% | Special Assessment Total: | \$122,446.86 |
| Total Assets | \$2,350,334.67 | 100% | Tax Fund Total: | \$209.53 |
| | | | Public Improvement Fund Total: | \$1,127.17 |
| | | | TOTAL ASSETS: | \$2,350,334.67 |

CONSENT APPROVAL

*24-046 Motion by Brandt second by Hartwig to approve the consent agenda which includes: the financial report, the May 14, 2024 board meeting and May 23, 2024 budget workshop minutes, bills in the amount of \$40,571.96 and payroll of \$28,773.68. Roll Call Vote: Schultz: aye, Daly: aye, Hartwig: aye, Brandt: aye, Monroe: aye; Motion Carried.

TREASURER'S REPORT

Treasurer Schultz told all attending that the summer tax bills will go out July 1, and gave a brief update on the LCEMS highlighting the upcoming August millage which if approved, would result in residents being charged no additional fees for LCEMS if their services were required.

CLERK'S REPORT

Clerk Daly informed everyone the township wide garage sale went well, and that the May 7th election was audited, and passed with flying colors. Lastly, absent voter ballots for the August primary will be going out at the end of the month.

SUPERVISOR'S REPORT

Supervisor Monroe shared that the township office parking lot lights will be changed out next week. He also encouraged those who have questions about the township to call or come to meetings as social media can be incorrect.

TRUSTEES' REPORT

Trustee Brandt's road report focused on the completion of brining and grading. He added that gravel will be spread on Phillips, Snook, Cramton, and Ritchie Roads.

Trustee Hartwig informed the board that the Planning Commission had no May meeting.

FIRE REPORT

Runs: 15runs: (5 Fire; 10 EMS) Chief Nass said the new tanker is finally ready for pick up after ordering it two years ago. It came in \$3,000 -\$4,000 under budget.

PUBLIC TIME

Residents in attendance discussed: Election concerns, quarterly newsletter idea, Facebook information, newspaper notices, website notices, subscribing to the township calendar, town hall rental for private groups.

OLD BUSINESS

*24-047 Motion by Schultz, second by Brandt to approve the bid from Metro Signs to renovate the town hall sign for an amount not to exceed \$3,260.

Roll call vote: Brandt: aye, Hartwig: aye, Daly: aye, Schultz: aye, Monroe: aye; Motion Carried.

NEW BUSINESS

*24-048 Motion by Schultz, second by Hartwig to disperse \$14,500 from the General Designated Funds Budget to the following accounts: \$2,500 to the election budget, \$1,000 to the assessor budget, \$3,000 to the treasurer budget, \$8,000 to the Marston Park budget.

Roll Call Vote: Schultz: aye, Brandt: aye, Hartwig: aye, Daly: aye, Monroe: aye; Motion Carried.

**DEPOSIT OF FUNDS
RESOLUTION #1**

RESOLVED

Whereas, there may now be in and may hereafter from time to time come into the hands of Lisa Schultz, Treasurer of Hadley Township, County of Lapeer, State of Michigan certain public monies belonging to or held for the State, County, or other political units of the State or otherwise held according to law: and

Whereas, under the laws of Michigan, this Board is required to provide by resolution for the deposit of all public monies including tax monies coming into the hands of said Treasurer, in one or more banks, hereafter called depository, to be designated in such resolution.

Now therefore, be it resolved that said Treasurer, hereby be directed to deposit all public monies, including tax monies, now in or coming into her hands as Treasurer, in her name as Treasurer, in the following bank and/or loan institutions:

CHASE BANK (JP MORGAN)
CHOICE ONE BANK
FLAGSTAR BANK
MBIA MICHIGAN CLASS
MSU FEDERAL CREDIT UNION

Supervisor declared the motion carried and the resolution duly adopted on the 11th day of June, 2024.

*24-049 Motion by Schultz, second by Hartwig to approve, “Resolution #1 – Deposit of Funds” using Chase Bank (JP Morgan), Choice One, Flagstar Bank, MBIA Michigan Class, MSU Federal Credit Union for the 2024-2025 fiscal year.

Roll Call Vote: Hartwig: aye, Daly: aye, Shultz: aye, Brandt: aye, Monroe: aye; Motion Carried.

**GENERAL APPROPRIATIONS ACT
Resolution #2**

A resolution to establish a general appropriations act for Hadley Township; to define the powers and duties of the Hadley Township Officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of the resolution.

The Board of Trustees of Hadley Township ordains (resolves):

Section 1: Title

This resolution shall be known as the Hadley Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Supervisor (or other designated official) shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Clerk (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in the act.

Section 4: Public Hearings on the Budget

For general law township: Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on May 31, 2024, and a public hearing on the proposed budget was held on June 11, 2024.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2024-2025, including an estimated allocated millage of 1.2732 mills; various miscellaneous revenues shall total \$1,325,500.

Section 6: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2024-2025 for the various township activities are as follows:

| | | |
|----------------|------------------|---------------|
| 101-170-000000 | Trustees Budget | \$ 16,800.00 |
| 101-171-000000 | Supervisor | \$ 42,000.00 |
| 101-191-000000 | Election | \$ 26,000.00 |
| 101-209-000000 | Assessor | \$ 42,000.00 |
| 101-210-000000 | Audit | \$ 7,000.00 |
| 101-215-000000 | Clerk | \$ 63,000.00 |
| 101-247-000000 | Board of Review | \$ 5,000.00 |
| 101-253-000000 | Treasurer | \$ 59,000.00 |
| 101-265-000000 | Town Hall | \$ 120,000.00 |
| 101-270-000000 | Township office | \$ 120,000.00 |
| 101-276-000000 | Cemetery | \$ 0.00 |
| 101-332-000000 | Ambulance budget | \$ 0.00 |
| 101-410-000000 | Planning/Zoning | \$ 27,000.00 |
| 101-445-000000 | Drains-at-Large | \$ 5,000.00 |

| | | |
|---------------------------|---------------|-----------------------|
| 101-448-00000 | Street Lights | \$ 12,000.00 |
| 101-449-00000 | Roads | \$ 250,000.00 |
| 101-530-00000 | Recycling | \$ 1,700.00 |
| 101-715-00000 | FICA | \$ 10,000.00 |
| 101-750-00000 | Mill | \$ 12,000.00 |
| 101-755-00000 | Hartwig | \$ 16,000.00 |
| 101-790-00000 | Library | \$ 1,000.00 |
| 101-760-00000 | Marston Park | \$ 490,000.00 |
| TOTAL EXPENDITURES | | \$1,325,500.00 |

Section 7: Adoption of Budget by Reference

The general fund budget of Hadley Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 6 of this act.

Section 8: Adoption of Budget by cost Center

The Board of Trustees of Hadley Township adopts the 2024-2025 fiscal year general fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

Section 9: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures; the fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any town order for expenditures that exceed appropriations.

Section 10: Transfer Authority

The chief Administrative Officer shall have the authority to make transfers among the various cost centers (or line items) without prior board approval, if the amount to be transferred does not exceed \$2,000.00. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

Section 11: Allotment of Appropriations

No later than the first day of the fiscal year, each department, board or commission of Hadley Township shall submit to the Chief Administrative Officer a statement of proposed allotments of appropriations based on expected periodic requirements. The Chief Administrative Officer shall review, modify or approve the proposed allotment plan for any cost center.

Section 12: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. A summary statement of the actual financial condition of the general fund at the end of the previous quarter
- b. A summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous quarter.
- c. A detailed list of:
 - 1. Expected revenues by major source estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.
 - 2. For each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

Section 13: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 14: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 15: Violations of This Act

Any obligation incurred or payment authorized in violation of this, resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978.

Section 16: Board Adoption

Designated Funds for General Fund 2024-2025

| | | |
|----------------|-----------------------------------|------------------------|
| | Revenue | |
| 101-945-697000 | Designated Funds | \$ 1,581,165.00 |
| | Designated Expenditures | 2024-2025 |
| | | Expenses |
| 101-945-697 | Designated Funds | Proposed |
| | Designated Funds Breakdown | |
| | 20% Mandated Funds | \$ 316,233.00 |
| | Road Contingency Funds | \$ 500,000.00 |
| | Future Pedestrian/Bike Trail | \$ 350,000.00 |
| | Park Improvement (2024-25) | \$ 360,000.00 |
| | Undesignated Funds | <u>\$ 54,932.00</u> |
| | | \$ 1,581,165.00 |

*24-050 Motion by Schultz, second by Brandt, to approve, “Resolution #2 – Hadley Township General Appropriations Act” for the fiscal year 2024-2025.

Roll Call Vote: Daly: aye, Schultz: aye, Hartwig: aye, Brandt: aye, Monroe: aye; Motion Carried.

A resolution to establish a Fire Fund Appropriations Act for Hadley Township; to define the powers and duties of the Hadley Township Officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of the resolution.

The Board of Trustees of Hadley Township ordains (resolves):

Section 1: Title

This resolution shall be known as the Hadley Township Fire Fund Appropriations Act.

Section 2: Chief Administrative Officer

The Supervisor (or other designated official) shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Clerk (or other designated official) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in the act.

Section 4: Public Hearings on the Budget

For general law township: Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on May 31, 2024, and a public hearing on the proposed budget was held on June 11, 2024.

Section 5: Estimated Revenues

Estimated township fire fund revenues for fiscal year 2024-2025, including an estimated allocated millage of .9867 mill; various miscellaneous revenues shall total an estimate of \$279,500.

Section 6: Estimated Expenditures

Estimated township fire fund expenditures for fiscal year 2024-2025 for the various township activities are as follows:

| | | |
|---------------------------|-----------------------|---------------------|
| 206-336-702000 | Salaries & Wages | \$ 90,000.00 |
| 206-336-727000 | Office supplies | \$ 400.00 |
| 206-336-740000 | Operating Supplies | \$ 4,000.00 |
| 206-336-745000 | Computer Maint. | \$ 1,200.00 |
| 206-336-775000 | Repairs Vehicles | \$ 3,000.00 |
| 206-336-840000 | Medical/Physicals | \$ 1,000.00 |
| 206-336-850000 | Telephone | \$ 1,700.00 |
| 206-336-860000 | Mileage Reimburs. | \$ 1,000.00 |
| 206-336-870000 | Education/training | \$ 3,000.00 |
| 206-336-871000 | Public Education | \$ 2,000.00 |
| 206-336-875000 | Training Equipment | \$ 700.00 |
| 206-336-900000 | Printing & Publishing | \$ 500.00 |
| 206-336-910000 | Insurance & bonds | \$ 21,000.00 |
| 206-336-920000 | Utilities | \$ 5,000.00 |
| 206-336-930000 | Repairs & Maint. | \$ 4,500.00 |
| 206-336-958000 | Dues & Subscrip. | \$ 500.00 |
| 206-336-961000 | Uniforms | \$ 8,000.00 |
| 206-336-975000 | Bldg. add. & imp | \$ 5,500.00 |
| 206-336-977000 | Fire Equipment | \$ 10,000.00 |
| 206-336-801000 | Attorney Fee | \$ 300.00 |
| 206-336-715000 | Employer FICA | \$ 10,000.00 |
| 206-336 | Misc. expense | \$ 0.00 |
| TOTAL EXPENDITURES | | \$173,300.00 |

Section 7: Adoption of Budget by Reference

The fire fund budget of Hadley Township is hereby adopted by reference, with revenues and activity expenditures

As indicated in Sections 5 and 6 of this act.

Section 8: Adoption of Budget by cost Center

The Board of Trustees of Hadley Township adopts the 2024-2025 fiscal year fire fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

Section 9: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures; the fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any town order for expenditures that exceed appropriations.

Section 10: Transfer Authority

The chief Administrative Officer shall have the authority to make transfers among the various cost centers (or line items) without prior board approval, if the amount to be transferred does not exceed \$2,000.00. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

Section 11: Allotment of Appropriations

No later than the first day of the fiscal year, each department, board or commission of Hadley Township shall submit to the Chief Administrative Officer a statement of proposed allotments of appropriations based on expected periodic requirements. The Chief Administrative Officer shall review, modify or approve the proposed allotment plan for any cost center.

Section 12: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. A summary statement of the actual financial condition of the fire fund at the end of the previous quarter
- b. A summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous quarter.
- c. A detailed list of:
 1. Expected revenues by major source estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the current fiscal year; and any revisions in revenue estimates resulting from Collection experience to date.
 2. For each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

Section 13: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 14: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 15: Violations of This Act

Any obligation incurred or payment authorized in violation of this, resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978.

Section 16: Board Adoption

Designated Estimated Fund for Fire 2024 - 2025

| | | Revenue | |
|----------------|--------------------------------|-----------------------------------|------------------|
| 206-945-697000 | Designated Funds - Estimated | \$ | 94,410.00 |
| | | | |
| | | Designated Expenditures | |
| | | | 2024-2025 |
| | | | Expenses |
| 206-945-697000 | Designated Funds | | Proposed |
| | | | |
| | | Designated Funds Breakdown | |
| | 20% Mandated Funds | \$ | 18,882.00 |
| | Loan Repayment to General Fund | \$ | 75,528.00 |
| | | \$ | 94,410.00 |

*24-051 Motion by Schultz second by Hartwig to approve, "Resolution #3 – Hadley Township Fire Fund Appropriations Act" for the 2024-2025 fiscal year.

Roll Call Vote: Brandt: aye, Hartwig: aye, Daly: aye, Schultz: aye, Monroe: aye; Motion Carried.

*24-052 Motion by Hartwig second by Brandt to reappoint Kurt Nass as the Hadley Township Fire Chief for the 2024-2025 fiscal year.

Roll Call Vote: Hartwig: aye, Daly: aye, Schultz: aye, Brandt: aye, Monroe: aye; Motion Carried.

*24-053 Motion by Daly second by Brandt to approve the Hadley Township hours and meeting dates for the 2024-2025 fiscal year.

Ayes: Hartwig, Brandt, Daly, Schultz, and Monroe

Nays: None

Motion carried.

*24-054 Motion by Schultz second by Daly to approve the fireworks display permit for 5864 Baldwin Road; Whispering Oaks Campground.

Roll Call Vote: Daly: aye, Schultz: aye, Brandt: aye, Hartwig: aye, Monroe: aye; Motion Carried.

*24-055 Motion by Hartwig second by Brandt to hire Damian Bondy as a firefighter for the Hadley Township Fire Department.

Roll Call Vote: Hartwig: aye, Schultz: aye, Brandt: aye, Daly: aye, Monroe: aye; Motion Carried.

*24-056 Motion by Brandt second by Hartwig to approve the bid by the Lapeer County Road Commission for tree removal on Ritchie Rd. for an amount not to exceed \$20,000.

Roll Call Vote: Hartwig: aye, Schultz: aye, Brandt: aye, Daly: aye, Monroe: aye; Motion Carried.

PUBLIC TIME

Residents discussed the following items: tree cutting, 4th of July parade, Pratt repaving, election tabulators

*24-057 Motion by Hartwig second by Brandt to adjourn the meeting at 7:59 p.m.

Ayes: Hartwig, Brandt, Daly, Schultz, and Monroe

Nays: None

Motion carried.

Cynthia Daly
Hadley Township Clerk

Ernest Monroe
Hadley Township Supervisor

Approved at the July 9, 2024 township board meeting.