

WALES TOWNSHIP
REGULAR BOARD OF TRUSTEES MEETING
APRIL 07, 2020

Because of the COVID19 meeting restrictions, this meeting was held virtually by ZOOM.
The meeting was called to order at 7:00 p.m. and opened with the Invocation and Pledge of Allegiance.

ROLL CALL: Present: Supervisor L. Masters; Clerk C. Bobcean; Treasurer E. Messina, Trustee L. Thomson;
Trustee C. Kimmen.

Absent: None.

Also present: Recording Secretary J. Duncan and two known members of the audience.

CONSENT AGENDA:

- A. Approval of Agenda.
- B. Approval of the Minutes of the March 17, 2020 meeting.
- C. Financial Report (Treasurer) February 2020 Bank Reconciliation. (attached)
- D. Approval of Additional Bills and Check Register (Clerk). Checks 1060-1097; Total-\$40,472.28.

Motion by Bobcean, second by Kimmen, to approve the Agenda as presented. Roll call vote taken:
Bobcean, aye; Kimmen, aye; Thomson, aye; Messina, aye; Masters, aye. All ayes; motion carried.

COMMENTS from the Public on Agenda items. None.

CORRESPONDENCE & ANNOUNCEMENTS

1. March 13th National State of Emergency issued by President Trump.
2. Richmond Lenox EMS will deliver meds and groceries to some residents. Call for details.
Masters gave her cell phone to the public, if any were on line.
3. Governor Whitmer's Executive Orders and Executive Directives.
4. US Department of Labor "Family First Corona Virus Response Act".
5. Newsletter from Accountant re: FEMA relief.

Reports

- A. Township Supervisor (Masters)
 1. Cancellation of April Planning Commission meeting due to Executive Order.
 2. Supervisor memo: Executive Board decisions due to COVID19. She asked if there were any comments on the memo. There were none.
- B. Township Clerk's agenda (Bobcean).
 1. Resolution 2020-03 Supervisor salary. **Motion** by Thomson, second by Kimmen, to adopt Resolution 2020-03, Supervisor salary. Roll call vote taken: Kimmen, aye; Thomson, aye; Bobcean, aye; Masters, abstain; Messina, aye. Four ayes; one abstention; motion carried.
 2. Resolution 2020-04 Clerk salary. **Motion** by Masters, second by Kimmen, to adopt Resolution 2020-04; Clerk salary. Roll call vote taken: Masters, aye; Kimmen, aye; Messina, aye; Thomson, aye; Bobcean, abstain. Four ayes; one abstention; motion carried.
 3. Resolution 2020-05 Treasurer salary. **Motion** by Masters, second by Thomson, to adopt Resolution 2020-05; Treasurer salary. Roll call vote taken: Masters, aye; Thomson, aye; Messina, abstain; Kimmen, aye; Bobcean, aye. Four ayes; one abstention; motion carried.
 4. Resolution 2020-06 Trustee salaries. **Motion** by Masters, second by Bobcean, to adopt Resolution 2020-06, Trustee salaries. Roll call vote taken: Masters, aye; Bobcean, aye;

Messina, aye; Thomson, abstain; Kimmen, abstain. Three ayes; two abstentions: motion carried.

5. April birthdays; Patty and Cindy.

Township Treasurer (Messina) Township Parks Committee.

1. The tax season is finished at the Township level.
2. Parks activities are cancelled until the fall season.

Township Trustee (Thomson) Planning Commission. There have been no Planning Commission meetings since our last meeting.

Township Trustee (Kimmen) ZBA. She is waiting for information on the July Board of Review meeting.

Old Business.

- A. Nothing.

New Business.

- A. Executive Board decisions. Covered under Supervisor's report.
- B. SCC gravel haul 80/20 offer on two additional miles of limestone. St. Clair County Road Commission is still working at this time. They have \$10,000.00 set for drainage, without a match. They have proposed an 80/20 match for two additional miles of limestone coverage. The total of \$24,318.36 would be split \$19,454.69 to the County, and \$4,863.67 to the Township. **Motion** by Thomson, second by Messina, to approve the extra 80/20 proposal for the limestone to be used on Ravenswood Road. Roll call vote taken: Thomson, aye; Messina, aye; Bobcean, aye; Kimmen, aye; Masters, aye. All ayes; motion carried.
- C. SSSRC Grant Application for County Park Drive bridge renovations. The County has applied for a Grant to make major repairs to the bridge. If approved, the Township share of the cost would be \$3,900.00. **Motion** by Masters, second by Messina, that the Road Commission proposal be approved. Roll call vote taken: Masters, aye; Messina, aye; Kimmen, aye; Thomson, aye; Bobcean, aye. All ayes; motion carried.
Thomson asked at the time of approval of Agenda to be allowed to bring up a subject if he felt it was needed. He feels that the Supervisor should be granted the power to make emergency decisions alone if she cannot reach a majority of the Board immediately, in emergency cases. During discussion, it was asked if this is legal? No one seemed sure. Messina is in favor of continuing the use of the Executive Board when necessary. Thomson is concerned that something might need immediate attention faster than a quorum can be assembled. **Motion** by Thomson, second by Bobcean, to grant emergency powers to the Supervisor to act alone if necessary, until the end of May. Roll call vote taken: Thomson, aye; Bobcean, no; Kimmen, no; Messina, no; Masters, abstain. One aye; one abstention; three nays; motion failed.

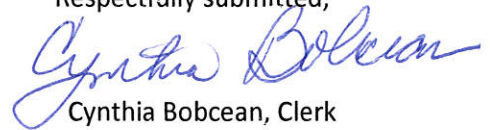
Public Comments: Zoning Administrator Jim Waddy let the Board know that the Building Department was only issuing permits for emergency issues such as needing plumbing repairs to keep water in the house, or a furnace failure, or the like. Zoning is still working on things like splits. **Motion** by Kimmen, second by Thomson, that the Board declare the Building Inspector as essential. Roll call vote taken: Kimmen, aye; Thomson, aye; Messina, aye; Bobcean, aye; Masters, aye. All ayes; motion carried.

Bobcean mentioned that the campaign packets are ready if anyone wants one. Wales Township doesn't have a May election. If we have a mail-in only August election, the Clerk's department is going to need extra help.

Masters is concerned about Direct Deposit of employee paychecks. She doesn't like having people coming to the Hall at this time. She believes our program allows for that, and would like some ideas on it. Bobcean said she can't answer that tonight. Messina said we should check with our bank (Chase). Masters asked Messina and Bobcean to look into it further.

Adjournment. **Motion** by Thomson, second by Kimmen, to adjourn. Roll call vote taken: Thomson, aye; Kimmen, aye; Messina, aye; Bobcean, aye; Masters, aye. All ayes, meeting adjourned at 7:58 p.m. Next meeting May 05, 2020 at 7 p.m. (Will probably be done remotely).

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Cynthia Bobcean", is written over the typed name.

Cynthia Bobcean, Clerk

RESOLUTION 2020-03

WHEREAS, Wales Township is required by law to pass an Appropriations Act for the fiscal year beginning April 1, 2020 and ending March 31, 2021; and

WHEREAS, Wales Township is required to pass a resolution adopting the salaries of the officers of the Board of Trustee: now therefore,

BE IT RESOLVED, That the salary of the office of, Wales Township Supervisor for the fiscal year April 1, 2020 to March 31, 2021, is set at:

\$ 14,125.00

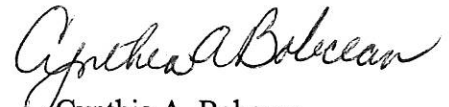
Motion made by Kimmen and supported by ,

Thomson. to adopt the foregoing resolution. Upon roll call votes, the following voted aye:

Kimmen, Thomson, Bobcean, Messina

The following voted nay: Ø Masters - abstain

I, Cynthia A. Bobcean, hereby certify that the above is a true and correct copy of a resolution adopted by the governing Board of Trustee of the Township of Wales, St. Clair County, Michigan at a meeting held on the 7th day of April 2020.


Cynthia A. Bobcean
Clerk

RESOLUTION 2020-04

WHEREAS, Wales Township is required by law to pass an Appropriations Act for the fiscal year beginning April 1, 2020 and ending March 31, 2021; and

WHEREAS, Wales Township is required to pass a resolution adopting the salaries of the officers of the Board of Trustee: now therefore,

BE IT RESOLVED, That the salary of the office of, Wales Township Clerk for the fiscal year April 1, 2020 to March 31, 2021, is set at:

\$ 17,347.00

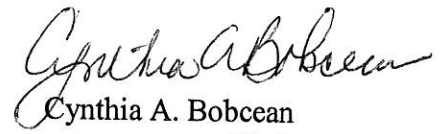
Motion made by Masters and supported by

Kimmen to adopt the foregoing resolution. Upon roll call votes, the following voted aye:

Masters, Kimmen, Messina, Thomson

The following voted nay: abstain - Bobcean

I, Cynthia A. Bobcean, hereby certify that the above is a true and correct copy of a resolution adopted by the governing Board of Trustee Township of Wales, St. Clair County, Michigan at a meeting held on the 7th day of April 2020.


Cynthia A. Bobcean
Clerk

RESOLUTION 2020-05

WHEREAS, Wales Township is required by law to pass an Appropriations Act for the fiscal year beginning April 1, 2020 and ending March 31, 2021; and

WHEREAS, Wales Township is required to pass a resolution adopting the salaries of the officers of the Board of Trustee: now therefore,

BE IT RESOLVED, That the salary for the office of, Wales Township Treasurer for the fiscal year April 1, 2020 to March 31, 2021, is set at:

_____ \$ 15,125.00 _____

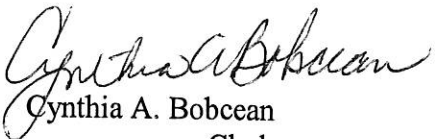
Motion made by Masters and supported by

Thomson to adopt the foregoing resolution. Upon roll call votes, the following voted aye:

Masters, Thomson, ~~Lee~~ Kimmen, Bobcean

The following voted nay: Messina.

I, Cynthia A. Bobcean, hereby certify that the above is a true and correct copy of a resolution adopted by the governing Board of Trustee of the Township of Wales, St. Clair County, Michigan at a meeting held on the 7th day of April 2020.


Cynthia A. Bobcean
Clerk

RESOLUTION 2020-06

WHEREAS, Wales Township is required by law to pass an Appropriations Act for the fiscal year beginning April 1, 2020 and ending March 31, 2021; and


WHEREAS, Wales Township is required to pass a resolution adopting the salaries of the officers of the Board of Trustee: now therefore,

BE IT RESOLVED, That the compensation for the office of, Wales Township Trustees for the fiscal year April 1, 2020 to March 31, 2021, is set at: Trustee Number 1, \$2,400.00 per year. Trustee Number 2, \$2,400.00 per year.

Motion made by Masters and supported by
Bobcean to accept this resolution.

Ayes Masters, Bobcean, Messina
~~Abstain~~ Thomson, Kimmer
~~Nays~~

I, Cynthia A. Bobcean, hereby certify that the above is a true and correct copy of a resolution adopted by the governing Board of Trustee of the Township of Wales, St. Clair County, Michigan at a meeting held on the 7th of April 2020.


Cynthia A. Bobcean
Clerk

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN GENERAL CHECKING					
03/07/2020	GEN	1060	D&D QUALIT	D&D QUALITY CONSTRUCTION/EXCAVATING	1,500.00 V
03/07/2020	GEN	1061	ELECTION S	ELECTION SOURCE	131.95
03/07/2020	GEN	1062	FRONTIER	FRONTIER	140.32
03/07/2020	GEN	1063	KOHLER	KOHLER PROPANE SOUTH LLC	543.15
03/07/2020	GEN	1064	LASER	LASER MARK-IT	31.80
03/07/2020	GEN	1065	GARSCHAGEN	MICHELLE GARSCHAGEN	250.00
03/25/2020	GEN	1066	VOICE NEWS	21C ADVERTISING	438.40
03/25/2020	GEN	1067	MEMPHIS	CITY OF MEMPHIS	16,989.67
03/25/2020	GEN	1068	DTE	DTE ENERGY	1,198.02
03/25/2020	GEN	1069	FIRST BANK	FIRST NATIONAL BANK OMAHA	39.00
03/25/2020	GEN	1070	LEACH, BRI	GREENMOWER LAWN MAINTENANCE LLC	650.00
03/25/2020	GEN	1071	I.T. RIGHT	I.T.RIGHT INC	380.00
03/25/2020	GEN	1072	DUNSMORE J	JAMES DUNSMORE	60.00
03/25/2020	GEN	1073	SCHMIDT	KIMBERLY SCHMIDT	150.00
03/25/2020	GEN	1074	BUFFA NICK	NICK BUFFA	250.00
03/25/2020	GEN	1075	ROAD COMMI	ST. CLAIR CO ROAD COMMISSION	528.72

GEN TOTALS:

Total of 16 Checks:

23,281.03

Less 1 Void Checks:

1,500.00

Total of 15 Disbursements:

21,781.03

For Check Dates 03/01/2020 to 03/31/2020

Check Date	Bank	Check Number	Check Number Name	Check Gross	Physical Check Amount	Direct Deposit	Status
03/24/2020	GEN	1076	BOBCEAN, CYNTHIA A	1,613.08	1,201.84	0.00	Open
03/24/2020	GEN	1077	BOSMAN, DANIEL	82.00	35.84	0.00	Open
03/24/2020	GEN	1078	DOWNEY, NICOLE M	35.00	30.84	0.00	Open
03/24/2020	GEN	1079	DUDEK, NANCY J	582.00	512.74	0.00	Open
03/24/2020	GEN	1080	DUNCAN, JUDITH	575.58	531.91	0.00	Open
03/24/2020	GEN	1081	KELLY, TIMOTHY	228.00	146.28	0.00	Open
03/24/2020	GEN	1082	KIMMEN, CARLY N	2,577.33	2,195.28	0.00	Open
03/24/2020	GEN	1083	KOROTKO, BARBARA	250.00	230.87	0.00	Open
03/24/2020	GEN	1084	MALEY, ELIZABETH J	664.50	602.24	0.00	Open
03/24/2020	GEN	1085	MASTERS, ELIZABETH A	1,177.08	1,008.76	0.00	Open
03/25/2020	GEN	1086	< Check added as Void >	0.00	0.00	0.00	Void
03/24/2020	GEN	1087	MESSINA, ELISHA	0.00	0.00	0.00	Void
03/24/2020	GEN	1088	MIKOLAJCZYK, PATRICIA	2,373.30	2,008.39	0.00	Open
03/24/2020	GEN	1089	POKRIEFKA, PHILIP A	250.00	218.12	0.00	Open
03/24/2020	GEN	1090	RUTTAN, GORDON E	35.00	32.32	0.00	Open
03/24/2020	GEN	1091	THOMSON, LARRY	200.00	176.20	0.00	Open
03/24/2020	GEN	1092	WADDY, JAMES	2,211.00	1,908.58	0.00	Open
03/24/2020	GEN	1093	WADDY, LINDA	2,413.85	2,041.83	0.00	Open
03/24/2020	GEN	1094	MCCLELLAND, RICHARD A	321.85	71.87	0.00	Open
03/30/2020	GEN	1095	NATIONWIDE RETIREMENT SOLUTIONS	780.98	780.98	0.00	Open
03/30/2020	GEN	1096	STATE OF MICHIGAN	539.57	539.57	0.00	Open
03/25/2020	GEN	1097	MESSINA, ELISHA	1,405.42	938.17	0.00	Open
03/30/2020	GEN	EFT86	JP MORGAN CHASE	3,478.62	3,478.62	0.00	Open
Totals:			Number of Checks: 023	21,794.16	18,691.25	0.00	

Total Physical Checks: 22

Total Check Stubs: 1

Cindy Bobcean

From: Liz Masters <lizze.toddmasters@gmail.com>
Sent: Tuesday, April 7, 2020 6:41 PM
To: Nancy Thomson; Supervisor; assessor@walestownship.org; clerk@walestownship.org; elishamessina@aol.com
Subject: Fwd: SCC Road Comm. gravel grant

See below message for reference to Larry Thomson's proposed motion.
Liz Masters

----- Forwarded message -----

From: **Nancy Thomson** <NThomson@memphisk12.org>
Date: Tue, Apr 7, 2020 at 6:08 PM
Subject: Re: SCC Road Comm. gravel grant
To: Liz Masters <lizze.toddmasters@gmail.com>

Motion to transfer Wales Township Board Powers as Temporary Emergency Powers to Elizabeth Masters, Wales Township Supervisor:

Move to give temporary emergency powers to the Wales Township Supervisor, effective immediately, to act in the name of the Board without Board approval until the 31st of May, 2020. This includes, but is not limited to, signing contracts and legal documents, accepting reports, closing facilities and/or properties, paying bills, routine decisions, and any actions that would normally require or desire Board actions except employee disciplinary actions. Board meetings would be suspended until the June, 2020 meeting.

On Tue, Apr 7, 2020 at 4:57 PM Liz Masters <lizze.toddmasters@gmail.com> wrote:

Attached is reference item listed under "Business"

--

Nancy S. Thomson

WALES TOWNSHIP
1372 WALES CENTER RD., WALES, MI 48027
TEL: (810) 325-1517 FAX: (810) 325-9009
Web: www.walestownship.org Email: wales@walestownship.org
Office Hours: 8:00 AM - 4:00 PM, Monday, Tuesday, and Thursday
Closed: Wednesday, Friday, Saturday, and Sunday

MEMO

TO: Township Board
FROM: Liz Masters, Supervisor
RE: Executive Board Decisions in response to Covid-19 Virus
DATE: April 3, 2020

At this time of uncertainty resulting from this pandemic, there have been some urgent and important decisions that have been necessary to address. First and foremost, it's very difficult to digest that the entire world is in a state of Emergency. We are all in a battle to spare lives, worldwide. There will be many urgent decisions, as well as unconventional methods to reach those decisions. It is important to realize that we all share the immense stress associated with the current crisis.

I have utilized the "Executive Board of Officers" (Supervisor, Clerk, and Treasurer) to make four (4) recent decisions. A few of the decisions decided were in reached with a 2/3rds majority vote. I want to have full understanding that each officer was asked to make some very difficult decisions at a spare-of-the-moment time while our Country, State, and County was rapidly transitioning from a 'medical state of emergency', 'state of emergency', to 'stay home' orders. Decisions under these conditions are extremely difficult.

Two particular areas that I would like to address are: (1) we came to a 2/3rds majority vote to continue '**full regular pay**' for all of our clerical staff regardless of time off or limited hours, and (2) we reached a 2/3rds majority vote that we '**continue janitorial cleaning schedule**' in order to ensure the health safety of our staff.

As Supervisor, I feel an explanation is justifiable.

An Exec. Board decision to close the office building to public was unanimously agreed upon, expecting the public to use email, phone, U.S. Mail, Fax, and Drop Box.

Our Deputy Clerk and Deputy Treasurer are working only one (1) day per week, in order to maintain essential services. Patty has been working on Thursday, while Linda has been working on Mondays.

Loss or major reduction of income to our valuable employees at this time, I feel, will develop financial hardships. With the contagiousness of this virus, just as you, I'm extremely hopeful our employees do not contract. If some shall become ill, we will pray for their recovery, while trying to maintain the necessary business. We will need our employees to fill in for ill, and help when workloads become too much during the emergency, as well as after. It is important that we try to reduce the stressful impact on our valuable workforce at this time, while also ensuring we are not obstructing newly enacted Fed and State Labor Laws and Orders. Such as, on April 1, 2020, the U.S. Department of Labor announced new action regarding American workers protections and relief offered by the Emergency Paid Sick Leave Act and Emergency Family and Medical Leave Expansion Act, both part of the Families First Coronavirus Response Act (FFCRA).

<https://www.dol.gov/agencies/whd/ffcra> <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

Now, as I mentioned we also need to ensure that our office is sanitary and safe for ourselves and our employees. The executive Board majority voted to re-instate the services of our cleaning contractor, despite an officers' wish to suspend the service. I feel we have this duty outlined as well within Governor Whitmer's Executive Order 2020-21, Section 5.c. (4) reading as such:

"Increasing standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace." https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-522626-,00.html

Here is a recap of the four (4) decisions that have been made so far:

1. Exec. Board Decision to Est. "Essential Deputy/Clerical Workers and Limited Hours" of one Deputy to work Mondays, with the other working on Thursdays. Hall CLOSED to Public, Service through Electronic Mail, Internet, Phone, Fax, Drop Box, and US Mail service ONLY. 3/23/2020 Masters-Aye, Bobcean-Aye, Messina-Aye.
2. Exec. Board Decision to continue Full Regular Pay for "Essential Deputies/Clerical" Masters-Aye, Bobcean-Nay, Messina-Aye. 3/23/20
3. Exec. Board Decision to keep Clerical Aids "Home" with Full Regular Pay. Masters-Aye, Bobcean-Nay, Messina-Aye 3/23/2020
4. Exec. Board Decision to Continue and Custodial Contracted Schedule. Masters-Aye, Bobcean-Nay, Messina-Aye 4/3/2020

I appreciate everyone's hard work and efforts, during this very difficult time. Please call me with any concerns or comments you may have.

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Closed: Wednesday, Friday, Saturday, and Sunday

MEMO

TO: Twp. Board, Planning Commission
FROM: Liz Masters
RE: **Cancellation April PC Meeting due to Covid-19 Virus**
DATE: April 1, 2020

At this time of the uncertainty of the pandemic, it is unforeseen when this meeting may be rescheduled. Thank you for your continued service to our community. Please keep yourself and those closest to you safe during this time.