

## Rome Township Board Meeting Minutes

December 12th, 2013

The Rome Township Board Members held their regular monthly meeting December 12th, 2013 in the Rome Township Hall. Members present were Al Boggs, Betty Jo Halliwill, Wayne Boggs, Renee Previch, and Harvey Warrick. Rome Township members present were Leo Oswald, Rich Yeider, Jim Previch, Larry McKown, Arno Schot, Howard Peters, Mike Budwick, Linda Fisher, Kevin Fisher, and Elizabeth Mills.

### Opening of Meeting

At 7:00 p.m., A. Boggs called the meeting to order and led the Pledge of Allegiance.



### Public Comment

No Public comment

### Opening Business

*A motion was made to approve of the December 12th, 2013 agenda by Harvey, and seconded by Wayne. The motion carried 5-0.*

*A motion was made to approve the October 10th, 2013 minutes by Betty Jo., and seconded by Wayne. The motion carried 5-0.*

*A motion was made to approve the November 14th, 2013 minutes by Wayne, and seconded by Harvey.*

### Reports

**Zoning Administrator:** Rick Arnold not present, 3 visits.

#### **Treasurer's Report:**

Balances as of November 30th, 2013:

<b>BANK ACCOUNTS</b>	<b>TOTAL</b>
OSB General Fund Checking Account	\$108,867.35
OSB General Fund MMI	\$243,941.48
First Federal General Checking Fund	\$5,934.21
First Federal MMI	\$100,606.08
Tax Checking	\$1,585.06
Building Fund	\$79,522.74

*A motion has been made to accept the treasurer's report by Harvey, and seconded by Betty Jo. The motion carried 5-0.*

#### **Clerk's Report:**

- **Inspector Reports** - Bruce will wait until January to get paid, not much going on.

#### **Supervisor's Report:**

- **MTA** - 18th is the last day to get the discounted rate for the MTA conference.

- **Planning Commission:**

Zoning Board of Appeals: Who is on it and what are their term dates?

**Position #1 Christine Wheaton May 2013 - 2016**  
**Position #2 Mike Griffith May 2014 - 2017**  
**Position #3 Harvey Warrick May 2012 - 2015**

It was explained by the boar that Bruce Nickel will be handling zoning/enforcement while Rick Arnold has surgery.

**County Commissioner:**

Jack Branch - Not present.

**Accounts Payable**

12/8/2013	7072	American Title Company	Closing costs - Rome Grange	-304.50
12/8/2013	7071	Bruggerman Law Offices	Purchase of Rome Grange	-6,000.00
12/9/2013	BILL...	Consumers Energy	101-265-920 town hall utilities	-26.08
12/9/2013	BILL...	OSB	101-265-935 light for town hall	-39.68
12/9/2013	BILL...	Postmaster	101-191-727 new voter registr...	-303.57
12/9/2013	7073	Rick Arnold		-199.32
12/9/2013	7074	Scott A Hunt		-92.35
12/9/2013	7075	Betty Jo Halliwill		-34.38
12/9/2013	7077	Kevin D. Fisher		-34.38
12/9/2013	7078	Kevin Irwin		-55.73
12/9/2013	7080	Matthew Zellen		-55.72
12/9/2013	7081	Michael Griffith		-34.38
12/9/2013	7079	Leo Oswald.		-34.38
12/9/2013	7076	Jeffrey Elwell		-34.38
12/13/2013	BILL...	Schaedler & Lacasse, PC	invoice # 6803 Re: Grange Hall	-198.00
12/13/2013	BILL...	Region 2 Planning Commissi...	annual dues	-483.57
12/13/2013	BILL...	Mr. Brian Bovee	101-381-725 \$210 ( 6 insp) ; ...	-247.00
12/13/2013	BILL...	Mr. Fritz Kruse	101-265-930 nov. cleaning	-30.00
12/13/2013	BILL...	Lenawee County Equilizatio...	101-209-725 monthly assessor...	-3,000.00
12/13/2013	BILL...	Modern Waste	101-101-956 clean up	-520.00
12/13/2013	BILL...	Staples Credit Plan	101-253-727 tax newsletter pri...	-172.97
12/13/2013	BILL...	Ms. Renee Previch	101-253-727 postage	-10.35
12/13/2013	BILL...	Rome Township		-10,602.87
12/20/2013	7088	Alfred Boggs		-2,001.68
12/20/2013	7087	Betty Jo Halliwill		-415.57
12/20/2013	7086	Harvey Warrick		-415.57
12/20/2013	7085	Rebecca Boggs		-92.35
12/20/2013	7082	Renee Previch		-2,308.75
12/20/2013	7083	Wayne Boggs.		-2,308.75
12/20/2013	7084	James Previch		-92.35
1/1/2014	BILL...	Cambridge Township	101-101-819 1st quarter	-12,500.00
<b>Dec 8, '13 - Jan 1, 14</b>				<b><u>-42,648.63</u></b>

*A motion was made to pay the bills in the amount of \$42,648.63 by Renee; the motion was seconded by Wayne. The motion was carried 5-0.*

**Budget vs. Actual**

The budget will need to be amended in order to catch up on the Equalization Account. See Resolution passed attached to the minutes.

**Order of Business (last month)**

- Al Boggs is gathering information on road restrictions, and liability issues for opening up Onsted Hwy for farmers and their grain haulers. (*Al Boggs says - we do have the right to change it, but the liability would be too costly. Betty Jo wants to know if we are going to open it up the trucks.*)
- Agenda/Minutes will be on GOOGLE DRIVE the Friday before the meeting. (**Everyone has been able to access Google drive**)

- Final Agenda will be added to the website by the clerk the Friday before the meeting. (**Everyone has been able to access Google drive**)
- Al Boggs is going to get an estimate of what the 5 acres is worth, so the board will have an idea. (**\$25,000.00 - \$30,000.00. The township board agrees that we are not interested in making any offers or putting the land on the market.**)

### Order of Business (new)

- **Current communication of the board**

It was agreed that the board needs to improve their communication between each other outside of meetings.

- **Lenawee County Equalization**

It was explained by the clerk then plan to catch up on the money owed to equalization. The account will be paid up by the end of May 2014.

- **Freedom of information Act**

It was explained by our attorney: If documents have not been presented to the board at a board meeting they are NOT official township documents. We are only required by law to produce documents that have been presented in meetings.

- **QuickBooks 2014 Upgrade**

It was discussed by the treasurer that our current version of QB 2011 will no longer support a lot of the things we do and that the upgrade is necessary. \$700.00

*A motion was made to approve the purchase of QuickBooks 2014 upgrade by Harvey, and seconded by Renee.*

*The motion carried 5-0.*

- **Rome Grange**

It was explained by the clerk that checks were cut on 12-8-13 for \$6000.00 for the purchase and \$300.00+ for closing costs. The supervisor explains that the closing happened on Tuesday of this week.

- **Web Site updates**

It was discussed by our attorney that we only need to put appropriate documents on the web site. Our attorney explained that the "Purchase Agreement" is not a document that should be placed on the web site.

- **Google Drive Update**

It was discussed/asked if everyone was able to access Google Drive, everyone says "YES".

- **Purchase of a scanner for the clerk. (Wayne)**

It was explained by the clerk that there is a need for a multi page scanner in order to keep collecting existing documents and creating PDF file.

*A motion was made to purchase a scanner for the clerk for no more than \$300.00, and seconded by Betty Jo.*

*The motion carried 5-0.*

- **Policy/Procedures Manual for Rome Township**

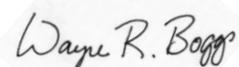
The Supervisor explains that we will begin creating the Rome Township Policies/Procedures Manual in January 2014.

### Closing

*At 9:00 pm, a motion to adjourn was made by Harvey and seconded by Renee.*

*The motion carried 5-0.*

Respectfully submitted,



*Wayne Boggs, Clerk*

# Rome Township

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Harvey Warrick, Trustee  
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Rick VanAkin, Trustee  
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## ROME TOWNSHIP BUDGET RESOLUTION FORM Resolution for the Amendment of the 2013-14 Budget

### BUDGET AMENDMENT PROCLAMATION:

At a regular meeting of the board of Rome Township, on December 12th, 2013 held at the Rome Township Hall at 7:00PM, the following resolution was introduced and passed:

WHEREAS, the board of Rome Township has made a determination that as a result of balance of the Lenawee County Equalization Account, the township's budget for account #101-209-725 ASSESSOR CONTRACT/LAND DIVISION does not provide sufficient financing to properly maintain the balance of the 2013-14 budget.

THEREFORE BE IT RESOLVED that the board of Rome Township, will transfer the following funds to the account titled: #101-209-725 ASSESSOR CONTRACT/LAND DIVISION.

#101-101-700 Budget Stabilization	\$3,000.00
#101-101-916 Drain Tax at Large	\$2,000.00
#101-101-725 Election Labor	<u>\$2,500.00</u>
Totaling:	\$7,500.00

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### BOARD VOTING:

Al Boggs, Supervisor	YES
Renee Previch, Treasurer	YES
Wayne Boggs, Clerk	YES
Betty Jo Halliwill, Trustee	YES
Harvey Warrick, Trustee	YES