

Melrose Township Board of Trustees Minutes
Special Meeting Public Hearing for Budget
March 27, 2018 - 7:00pm

Call to order: V. Goodwin called meeting to order at 7:04pm

Attendance: V. Goodwin, S. Burr, L. Stephens, P. Cotanche,
R.Hissong Berry

New Business

- Current-Year Budget Amendment resolution 2018-03-27-01. Board reviewed the final budget figures and examined both the budgeted and actual for each fund and account. See attached resolution
Motion: V. Goodwin 2nd L. Stephens Roll call vote 5/0
- Budget Adoption resolution 2018-03-27-02. Discussed the Proposed Revenue and Expense Budget for 2018-2019 and the proposed millage rates to be levied for each fund. See attached resolution
Motion: P. Cotanche 2nd V. Goodwin Roll call vote 5/0
- Resolution 2018-03-27-03 to adopt the fee schedule. The proposed fee schedule for fiscal year 2018/2019 was reviewed and discussed. See attached resolution.
Motion: V. Goodwin 2nd S Burr Roll call vote 5/0
- Resolution 2018-03-27-04 designating Chase Bank as the depository for Melrose Township Funds for fiscal year 2018/2019. See attached resolution.
Motion: V. Goodwin 2nd S. Burr Roll call vote 5/0
- Resolution 2018-03-27-05 adopting the Melrose Township Investment Policy for fiscal year 2018/2019. See attached resolution.
Motion: L. Stephens 2nd P. Cotanche Roll call vote 5/0

- Resolution 2018-03-27-06 adopting an Over Under Threshold policy for Tax Payment discrepancies less than \$5.00
Motion: P. Cotanche 2nd L. Stephens approved 5/0

Public Comment- No public comments

Adjournment at: 7:50pm

Melrose Township Board of Trustees
2017 / 2018 Budget Adjustments
Resolution Number: 2018-03-27-01

WHEREAS, the Melrose Township budget for fiscal year 2017/2018 was approved on the 28th day of March, 2017;
and

WHEREAS, a public hearing on said budget amendment has been held as advertised; and

WHEREAS, it is desired to amend said approved budget;

NOW, THEREFORE, BE IT RESOLVED that the Melrose Township Board of Trustees adopt the proposed final amendments to the 2017/2018 budget.

Offered by V. Goodwin and seconded by L. Stephens

Roll call vote : P. Cotanche-Y, S. Burr-Y, L. Stephens-Y, V. Goodwin-Y,
R.H. Berry- Y

Ayes 5 Nays 0

Resolution adopted this date: 3/27/2018

Supervisor_____

Clerk _____

**Melrose Township Board of Trustees
Operational Budget for 2018 / 2019
Resolution Number: 2018-03-27-02**

WHEREAS: the Melrose Township Board of Trustees has carefully reviewed the Township's current and projected financial needs, and

WHEREAS: the Melrose Township Board of Trustees recognizes its responsibility to the citizens of Melrose Township to carefully monitor Township funds and provide for the financial needs of the Township, and

WHEREAS: the Melrose Township Board of Trustees has carefully considered the projected revenues and expenditures for the coming year.

THEREFORE, BE IT RESOLVED that the Melrose Township Board of Trustees adopt the proposed budget for fiscal year 2018/2019: General Fund, Fire Operating Fund, Fire Sinking Fund, Local Road Fund, 2010 Road Fund, DDA Fund, Debt Retirement Fund, Ambulance Fund, and Sewer Fund.

BE IT ALSO RESOLVED to levy the maximum millage rates allowed by law for each of the above named funds, with the exception of the Debt Retirement Fund, whose millage rate will be levied at .38 mills for the 2018/2019 fiscal year, and excepting the Sewer Fund which will be supported by user fees.

Offered by P. Cotanche and seconded by V. Goodwin

Roll call vote : P. Cotanche-Y, S. Burr-Y, L. Stephens-Y, V. Goodwin-Y,
R.H. Berry- Y

Ayes 5 Nays 0

Resolution adopted this date: 3/27/2018

Supervisor_____

Clerk _____

Melrose Township Board of Trustees
Schedule of Fees 2018 / 2019
Resolution Number: 2018-03-27-03

WHEREAS, various ordinances of the Township of Melrose allow for the establishment of fees to defer the cost of administration; and

WHEREAS, the Melrose Township Board of Trustees desire to establish and maintain a schedule of fees as a single document; and

WHEREAS, the Melrose Township Board of Trustees has determined that certain revisions are necessary and in the best interest of the Township;

THEREFORE, BE IT RESOLVED the Melrose Township Board of Trustees adopts the proposed fee schedule included in the 2018/2019 budget and that this resolution shall replace all previous fee schedule resolutions.

Offered by V. Goodwin and seconded by S. Burr

Roll call vote : P. Cotanche-Y, S. Burr-Y, L. Stephens-Y, V. Goodwin-Y,
R.H. Berry- Y

Ayes 5 Nays 0

Resolution adopted this date: 3/27/2018

Supervisor _____

Clerk _____

Melrose Township Board of Trustees
Bank Depository Resolution
Resolution Number: 2018-03-27-04

WHEREAS, MCL 129.12 requires the Township Board of Trustees to provide by resolution for the designation and deposit of all public monies, including tax money, that comes into the possession of the Township Treasurer, in one or more financial institutions; and

WHEREAS, the Board of Melrose Township, in exercising its fiduciary responsibilities, desires to safeguard the funds of the Township that may be invested from time to time,

THEREFORE, BE IT RESOLVED: That the following banks are designated as depositories for Melrose Township Funds for the 2018-2019 fiscal year:

Chase Bank

Offered by V. Goodwin and seconded by S. Burr

Roll call vote : P. Cotanche-Y, S. Burr-Y, L. Stephens-Y, V. Goodwin-Y,
R.H. Berry- Y

Ayes 5 Nays 0

Resolution adopted this date: 3/27/2018

Supervisor_____

Clerk _____

MELROSE TOWNSHIP BOARD OF TRUSTEES
INVESTMENT POLICY RESOLUTION
Resolution Number: 2018-03-27-05

WHEREAS, the Melrose Township Board of Trustees, in exercising its fiduciary responsibilities, desires to safeguard the funds of the Township that may be invested from time to time; and

WHEREAS, Public Act 196 of 1997, MCL 129.91, requires Township Boards, in consultation with the Township Treasurer, to adopt an investment policy, now

THEREFORE BE IT RESOLVED, that Melrose Township adopts the attached Investment Policy for fiscal year 2018/2019 and declares it applicable to all public funds belonging to Melrose Township and in the custody of the Township Treasurer.

BE IT FURTHER RESOLVED, that the Melrose Township Treasurer is authorized to manage funds belonging to the township, including depositing funds in approved financial institutions and administration of investments in conformance with MCL 41.77.

Offered by L. Stephens and seconded by P. Cotanche

Roll call vote : P. Cotanche-Y, S. Burr-Y, L. Stephens-Y, V. Goodwin-Y,
R.H. Berry- Y

Ayes 5 Nays 0

Resolution adopted this date: 3/27/2018

Supervisor_____

Clerk _____

**MELROSE TOWNSHIP BOARD OF TRUSTEES
OVER / UNDER THRESHHOLD OF PROPERTY TAXES
Resolution Number: 2018-03-27-06**

A Resolution to Address the Collection of Payments on Property Taxes Over/Under Five Dollars.

Whereas, The General Property Tax Act P.A. 206 of 1891 (as amended) requires the Treasurer of Melrose Township to collect Real and Personal Property Taxes.

Whereas, many taxpayers and mortgage companies, etc. pay property taxes by personal or bank checks via the United States Postal Service.

Whereas, on several occasions, the Melrose Township Treasurer has received checks for an incorrect amount, both deficient and in excess of the exact amount due.

Whereas, this has resulted in refund checks totaling less than \$5.00 and/or a subsequent tax bill for the balance due, often amounting to less than \$5.00.

THEREFOR BE IT RESOLVED, that the Melrose Township Treasurer need not request a subsequent payment for any remaining tax amounts totaling \$5.00 or less, once the primary payment has been received.

BE IT ALSO RESOLVED, that the Melrose Township Board of Trustees authorize any resulting underpayments to be taken from the Tax Fund account.

BE IT FURTHER RESOLVED, that overpayments of taxes totaling \$5.00 or less shall be handled by the Treasurer in accordance with generally accepted regional tax collection practices.

Resolution adopted on the 27th day of March 2018 by the Melrose Township Board of Trustees as follows:

Motion by: P. Cotanche

Seconded by: L. Stephens

Yeas: 5

Nays: 0

Absent: 0

TOWNSHIP OF MELROSE

Robin Hissong Berry, Clerk

Vern Goodwin, Supervisor