

LIMA TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting Minutes
January 10, 2022

CALL TO ORDER:

Supervisor Luick opened the meeting at 7:00 PM with the Pledge of Allegiance. Board members present were Duane Luick, Elaine Bater, Nanette Havens, Greg McKenzie, and Dale Luick. Greg McKenzie departed the meeting at 7:05 PM.

AGENDA APPROVAL:

DaLuick moved, supported by Bater; motion to approve the agenda as presented. All ayes - motion passed.

MINUTES APPROVAL:

Moved by DaLuick, supported by Havens; motion to approve the regular meeting minutes of December 13, 2021 as presented. All ayes - motion passed.

PUBLIC COMMENT: None

TREASURER'S REPORT:

December, 2021 Report submitted by Treasurer, Nanette Havens

TREASURER'S REPORT	DECEMBER 31, 2021
Beginning Balance - Chelsea State Bank	\$ 326,575.80
Deposits	89,929.14
December Payroll	(10,056.38)
Accts. Payable/Bank Svc. Chg. December	(67,483.78)
IRS Employee Taxes 4th Qtr. paid in 2021	(1,545.96)
CSB Checking Balance (.05% int.)	337,418.82
Non-Maturing CD's - Flagstar	271,387.65
Total CSB Checking & CD's	608,806.47
CSB Money Market	938,069.11
Monthly Interest (.15%)	119.51
Total CSB Money Market	938,188.62
CSB Money Market - ARPA Restricted Funds	207,145.81
Monthly Interest (.10%)	17.59
Total CSB Money Market ARPA	207,163.40
Flagstar/Thornton Farms	232,581.95
Thornton Farms - Monthly Interest (.05%)	9.88
Total Flagstar Checking	232,591.83
Funds Available	1,754,158.49
Total Funds	\$ 1,986,750.32

OLD BUSINESS:

I.T. Right Service Provider

Lima Township is exploring moving to a more municipal-centered IT service provider. I.T. Right provided both a quote for annual service support and a quote for a failing server replacement. **Moved by Bater, supported by DaLuick, to accept both quotes from I.T. Right - quote ITRQ20840 to provide IT service support for \$5,100 annually; the first year having an initial setup and support cost of \$2,000 totaling \$7,100 and will be prorated for our fiscal year ending 3/31/2022, and quote ITRQ20977 for a basic server and components per quote for \$4,272.80. All ayes - motion passed.**

NEW BUSINESS:

Resolution #2022-01 Adopting Guidelines to Determine Poverty Taxation Exemptions

Offered by DaLuick/seconded by Havens to adopt Resolution #2022-01 Guidelines to Determine Poverty Taxation Exemptions (attachment A). Roll-call vote: Aye: DaLuick, Havens, DuLuick, Bater Nay: none Absent: McKenzie Resolution Adopted

General Ledger Fund Transfer Approvals to Correct Budget Account Overages. Public Works Dept.

Moved by Bater/seconded by DaLuick to approve the budget line transfers to correct overages in two accounts as presented (attachment B). All ayes - motion passed.

Drake Certified Public Accountant - Annual Financial Auditor Change \$7,750.00

Moved by Bater/seconded by Havens to authorize the Clerk to sign the Engagement Agreement Letter with Drake Certified Public Accountant to provide auditing services starting with the 2021/22 fiscal year audit, and to include the F-65 reports for the State of Michigan. All ayes - motion passed.

Zoning Administration/Ordinance Enforcement Officer Job Posting Draft

Moved by DaLuick/seconded by Havens to authorize Duane Luick, Township Supervisor to serve as interim Zoning Administrator until the Zoning Administration/Ordinance Enforcement Officer position is filled. All ayes - motion passed.

Custodial Cleaning – Request for Proposals (for Office and Hall)

Sincere thank you to Jim and Betty Robbins for their past years of excellent cleaning services for the Township.

Moved by DaLuick/seconded by Havens to approve posting on the Township website of the Request for Proposals (RFP) for Custodial Cleaning of the Township Offices and Hall. All ayes - motion passed.

CONSENT AGENDA:

DaLuick moved/seconded by Havens to approve the January 10, 2022 consent agenda – Accounts Payable totaling \$22,443.31 and Payroll for \$8,167.42. All ayes - motion passed

ACCOUNTS PAYABLE JANUARY 10, 2022		Amount
CHELSEA AREA CONSTRUCTION AGENCY	JAN.2022 OFFICE LEASE PYMT	1,098.49
CITY OF CHELSEA	LANDFILL MAINT. REMEDIATION MAY,2021-OCT,2021	4,304.63
COMCAST BUSINESS	8529 10 221 0105382 OFFICE INTERNET	151.85
CORRIGAN OIL CO. NO.II	HEATING FUEL DEL TWP HALL 12/6/2021	399.18
DRC MECHANICAL SERVICES, LLC	TWP HALL FURNANCE ANNUAL TUNE UP	237.00
DTE ENERGY	9100 105 6532 3 ELEC - TWP HALL	69.67
ELAINE BATER	COPY PAPER	31.79
HOPPE DESIGN, LLC	LIMA PROP. MASTER PLAN DESIGN 90% COMPLETE	3,813.78
IVS COMM	DEC 2021 OFFICE PHONES #7344752246	87.50
MIDWESTERN CONSULTING LLC	PROFESSIONAL SERVICES. 11/13/21 -11/27/2021	4,338.15
MERS WebPmt.0000117468	INVOICE#126873-2 12/2021 EMPLOY. RETIREMENT	1,480.58
PERSONNEL CONCEPTS COMP.SERVICE	MICH & FED LABOR LAWS REVISED POSTERS	25.90
RENIUS & RENIUS	ASSESSOR SERVICES DEC. 2021	2,454.79
STATE OF MICH PD ON LINE 1/10/2022	SUW EMP.WITHHOLDING 4TH QTR 2021	755.00
THE SUN TIMES NEWS	DEC BOT MTG PUBLISHED 12/22/21	157.25
UNITED ST. TREASURY Web Pymt 1/10/22	4TH QTR DEC, 2021 941 EMP WITHHDDING DEP.REQUIREMENT	1,545.96
VERIZON	642097789-01 TWP.HALL BROADBAND 12/29/21-01/28/22	40.83
VICTOR L. LILLICH, J. D.	LEGAL SERVICES 12/01/21 - 12/31/21	1,087.50
WASHTENAW COUNTY TREASURER	CUST#5013 DRAINS SPECIAL ASSESSMENT	363.46
TOTAL		\$ 22,443.31

PAYROLL 1/10/2022	CK #	Gross	MERS	NET PAY
Elaine L. Bater	1852	2,702.67	135.13	1,871.35
Thomas E. Caplis	1853	202.68	-	187.17
Marlene Consiglio	1854	31.62	-	29.20
Nanette L. Havens	1855	2,702.67	135.13	2,519.35
Else M. Heller	1856	872.32	43.62	734.05
Ronald A. Howdysshell	1857	31.62	-	29.20
Dale L. Luick	1858	310.67	15.53	290.64
Duane D. Luick	1859	2,702.67	135.13	2,190.35
Gregory A. McKenzie	1860	310.67	-	286.91
Mary V. Tobin	1861	31.62	-	29.20
TOTAL		9,899.21	464.54	8,167.42

*Not all deductions are shown

CORRESPONDENCE: None

REPORTS:

Zoning Administrator — Tom Caplis (absent, report in packet)

- December, 2021 Compliance Permits **6**
 - 9498 Gross Rd New Home
 - 11800 Jackson Rd Solar Array to Barn
 - 10730 Dexter-Chelsea Rd New Home
 - 2736 N Dancer Rd Pole Barn
 - 10645 Mark Drive New Home
 - 1292 N Steinbach Rd Temporary Dwelling
- Enforcement (Violations written or Investigated) **0**

Chelsea Area Construction Agency (CACA) – Duane Luick

- Monthly meeting is being rescheduled for budget review; when everyone can attend.
- Permits are still going strong.

Capital Improvements — Ed GreenLeaf

- Ed, Dale, and Greg are planning to schedule a meeting for later this month.

CAPT/DART – Ed GreenLeaf

- Meetings are still being held via video conference – did not attend.

Cemetery - Ed GreenLeaf

- Nothing has changed

SEMCOG - Duane Luick

- No report

Chelsea District Library — Patricia Garcia

Lima Township Planning Commission - Nanette Havens

- December meeting canceled
- January meeting canceled

Western Washtenaw Recycling Authority (WWRA) - Nanette Havens

- The next meeting will be in-person on Wednesday, January 12th.

WAVE—Greg McKenzie

- No meeting was held

Thornton Farms – David Hensel Absent

Clerk’s Report - Elaine Bater

- State Treasury’s Uniform Chart-of-Accounts process is complete except for a few final account splits.
- Preparing end-of-the year payroll tax w-2 forms and 1099 forms.
- Still working on loading all meetings and holidays for 2022 on website.
- Already preparing for the August and November Elections – ordering forms and envelopes.
- Next step toward moving to .gov is to register the Township domain.

Broad Band Task Force (BBTF) - Duane Luick

- Four vendors have received awards from the RFP for Broad Band in Washtenaw County.

Chelsea Area Fire Authority (CAFA) - Craig Maier (absent)

- Chief Arbini applying for a SAFER grant.
- Work session on 1/11/2022.

Supervisor's Report – Duane Luick

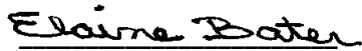
- Texas Truck LLC still an on-going issue that may or may not work out for the location if the business owner does not want to follow Township ordinance.
- Township attorney is seeking a dismissal for the Trial court case regarding N. Fletcher Road. If not successful, an ordered schedule of events will begin.

FINAL PUBLIC COMMENT: None

ADJOURNMENT:

Havens moved/seconded by DaLuick to adjourn the Lima Township Board of Trustees meeting for January 10, 2022 at 7:55 PM. All ayes - motion passed.

RESPECTFULLY SUBMITTED



Elaine Bater
Township Clerk

LIMA TOWNSHIP
Guidelines to Determine Poverty Taxation Exemptions
2022 Assessment Year

RESOLUTION #2022-01

WHEREAS, the adoption of guidelines for poverty exemptions is within the purview of the township board;
and

WHEREAS, the principal residence of persons who, in the judgment of the board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390 of 1994 and Public Act 253 of 2020 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994 and PA 253 of 2020, Lima Township, Washtenaw County adopts the following guidelines for the board of review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principle residence the property for which an exemption is requested.
- 2) File a claim with the board of review, accompanied **by federal and state income tax returns for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year. If an applicant or other person residing in the home is not required by law to file federal and/or state income tax forms, the attached affidavit must be completed and submitted with the application, (Form #4988).**
- 3) Applicant may not have ownership interest in any real estate other than the principal residence.
- 4) Produce a valid drivers' license or other form of identification if requested.
- 5) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requested.
- 6) As required by PA 390 of 1994 AND PA 253 of 2020, all guidelines for poverty exemptions as established by the governing body of the local assessing unit SHALL also include an asset level test. The applicant's assets may not exceed \$50,000. The following assets shall not be considered when applying an asset test to determine qualification for tax exemption;
 - i. The value of the applicant's primary residence subject to the exemption.
 - ii. The value of all personal property, such as furniture and clothing.
- 7) Meet the federal poverty income standards as defined and determined annually by the United States Office of Management and Budget. **See Exhibit A**
- 8) The application for an exemption shall be filed after January 1, 2022 but before the day prior to the last day of board of review.

9) If a person claiming the poverty exemption meets all eligibility requirements, the board of review shall grant the poverty exemption, in whole or in part, as follows (See Exhibit A):

- For applicants at or below the 2022 Federal Poverty Guidelines, 100% relieve shall be granted.
- For applicants between 100% and 125% of the 2022 Federal Poverty Guidelines, 50% relief shall be granted.
- For applicants between 125% and 150% of the 2022 Federal Poverty Guidelines, 25% relief shall be granted.
- For applicants above 150% of the 2022 Federal Poverty Guidelines, 0% relief shall be granted.

Applications may be reviewed by the Board of Review without the applicant being present. However, the Board may request that any or all applicants be physically present to respond, under oath, to answer any questions the Board may have.

The following are the federal poverty income standards which the United States Office of Management and Budget recommends that federal departments and agencies use. The standards are actually compiled and published by the Bureau of the Census which refers to them as "poverty thresholds."

EXHIBIT A

FEDERAL POVERTY INCOME STANDARDS FOR 2022 ASSESSMENTS The following are the federal poverty income standards as of December 31, 2021 for use in setting poverty exemption guidelines for 2022 assessments.

Size of Family Unit Poverty Guidelines

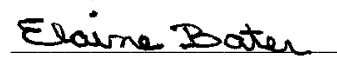
Size of Family or Household	2022 Poverty Guidelines 100% Relief	2022 Poverty Guidelines 50% Relief Greater than 100% but equal to or less than 125% of Federal Guidelines	2022 Poverty Guidelines 25% Relief Greater than 125% but equal to or less than 150% of Federal Guidelines
1	\$12,880	\$16,100	\$19,320
2	\$ 17,420	\$21,775	\$26,130
3	\$ 21,960	\$27,450	\$32,940
4	\$ 26,500	\$33,125	\$39,780
5	\$ 31,040	\$38,800	\$46,560
6	\$ 35,580	\$44,475	\$53,370
7	\$ 40,120	\$50,150	\$60,180
8	\$ 44,660	\$55,825	\$66,990
For each additional person	\$4,540	\$5,675	\$6,810

NOW, THEREFORE, BE IT HEREBY RESOLVED that the board of review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

The foregoing resolution was offered by Board Member Bater and supported by Board Member Dale Luick.

Upon roll call vote, the following voted "Aye:" DaLuick, Havens, DuLuick, Bater "Nay:" None Absent: McKenzie

The Supervisor declared the resolution adopted.


Elaine Bater, Township Clerk