



1401 W. Herbison Road, DeWitt, MI 48820
May 9, 2022 Board of Trustees Meeting Minutes

The Workshop of the DeWitt Charter Township Board of Trustees was called to order by Supervisor Galardi at 6:00 PM with the Pledge of Allegiance.

MEMBERS PRESENT Supervisor Rick Galardi, Clerk Adam Cramton, Treasurer Sandy Stump, and Trustees David Seeger, Brian Ross (at 6:50 PM), David Fedewa, and Steven Smith.

MEMBERS ABSENT None.

ALSO PRESENT Manager Andrew Dymczyk, Fire Chief Dave DeKorte, and Aaron Stevens CPA/Principal with Maner Costerisan.

AMERICAN RESCUE PLAN (ARPA) WORKSHOP Aaron Stevens presented a comprehensive overview of the American Rescue Plan Act (ARPA) rules regarding the timing for municipalities to commit the funds received, and the eligible projects or items on which that funding can be used.

Manager Dymczyk highlighted two large Township projects on which he feels the ARPA funds would be spent. There is a large SCCMUA plant upgrade that the Township's portion would amount to approximately \$8.5 million, and there is a new fire station proposed to replace existing fire station #1 that is projected to cost between \$8 million and \$13 million. The approximately \$1.5 million in ARPA funds could be easily utilized on either or both of these projects.

Trustee Smith feels that it would be good to focus the funds on public safety and Township staff. He likes the idea of utilizing the funds to pay for the upcoming body worn cameras for the police department. He agrees with using the funds on the fire station project, and would be interested in a premium bonus payment to all Township staff that worked through the pandemic.

Treasurer Stump agrees that the ARPA funds should be utilized for public safety and infrastructure, and feels that Township staff were cared for during the pandemic on a multitude of levels.

Clerk Cramton would be happy to put the funds toward either the new fire station or the SCCMUA project, and is concerned about how a premium bonus could be conducted fairly for staff who experienced different levels of hardship during the pandemic.

Supervisor Galardi is uncomfortable with the public perception of using ARPA funds to issue bonuses to Township staff. He explored the timing requirements concerning the use of funds on the fire station project and feels that there will be enough professional services required that timing wouldn't be an issue.

The Board then engaged in a discussion about bonding for the upcoming large projects.

ADJOURNMENT **Seeger moved, Ross seconded, to adjourn 6:54 PM.**

Motion voted and carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Adam Cramton".

Adam Cramton, Clerk

A handwritten signature in blue ink, appearing to read "Rick Galardi".
Rick Galardi, Supervisor



1401 W. Herbison Road, DeWitt, MI 48820
May 9, 2022 Board of Trustees Meeting Minutes

The Regular Meeting of the DeWitt Charter Township Board of Trustees was called to order by Supervisor Galardi at 7:01 PM with the Pledge of Allegiance.

MEMBERS PRESENT Supervisor Rick Galardi, Clerk Adam Cramton, Treasurer Sandy Stump, and Trustees David Seeger, Brian Ross, David Fedewa, and Steven Smith.

MEMBERS ABSENT None.

ALSO PRESENT Manager Andrew Dymczyk, Police Lieutenant Jason Jones, Fire Chief Dave DeKorte, Aaron Stevens CPA/Principal with Maner Costerisan, and several residents.

AGENDA **Smith moved, Ross seconded, to approve the agenda.**

AYES: Smith, Ross, Stump, Fedewa, Seeger, Cramton, Galardi.

NAYS: None.

ABSENT: None.

Motion carried.

CONSENT AGENDA **Fedewa moved, Seeger seconded, to approve the Consent Agenda which included the following: Board of Trustees Regular Meeting draft minutes, April 25, 2022; and General Vouchers 74138-74194.**

AYES: Ross, Fedewa, Stump, Smith, Seeger, Cramton, Galardi.

NAYS: None.

ABSENT: None.

Motion carried.

PUBLIC COMMENT None.

PRESENTATION

2021 DeWitt Charter Township Audit Results

Aaron Stevens,
CPA/Principal, Maner
Costerisan

Maner Costerisan has completed their audit of the DeWitt Charter Township's 12/31/2021 financial statements. Aaron Stevens, CPA, and Principal with Maner Costerisan, presented the reports and reviewed the financial highlights for the Board.

An annual financial audit provides an independent opinion of the township's financial statements, operations, and cash flows. The audit provides reassurance to the community that the township's financial statements provide a clear and accurate picture of the DeWitt Charter Township's finances. The Township continues to perform admirably with its budgeting and financial controls.

Clerk Cramton highlighted the difficulties that the change to the Uniform Chart of Accounts (UCOA) created for municipalities, and the affect it could have had on the Township's audit were it not for Treasurer Stump's meticulous attention to detail.

Cramton moved, Galardi seconded, to receive and file the 12/31/2021 audited financial statements and related documents, and authorize its submission to the State of Michigan Department of Treasury.

AYES: Stump, Cramton, Fedewa, Seeger, Ross, Smith, Galardi.

NAYS: None.

ABSENT: None.

Motion carried.

PUBLIC HEARING None.

COUNTY None.
COMMISSIONER
REPORT

CORRESPONDENCE Correspondence included the following: 2022 Q1 Performance Dashboard; DeWitt Township Fire Department Letter of Thanks; DeWitt Township Resident, Irene Dunham; and Consumers Energy Notice of Hearing.

UNFINISHED BUSINESS None.

NEW BUSINESS

Administrative
Assistant I – Police
Department Hire

Due to the recent resignation of a long-term employee, the Township posted for an Administrative Assistant I position within the Police Department. Assistant Manager Coleman and Lieutenant Jones conducted interviews on April 28th and recommend the hiring of Shelley Stine for the .75 FTE position. Manager Dymczyk provided the job description, and 2022 wage schedule.

Smith moved, Fedewa seconded, to approve the hiring of Shelley Stine for the position of part-time Administrative Assistant I at Grade 2 Step 6 in the Police Department contingent upon the successful completion of the preemployment physical.

AYES: Smith, Seeger, Cramton, Stump, Fedewa, Ross, Galardi.

NAYS: None.

ABSENT: None.

Motion carried.

Metro Act Approval – DayStarr In 2002, the State of Michigan passed PA 48, known as the Metro Act. This created a standard agreement between utility companies and local jurisdictions for the use of right-of-way. In turn, the Township receives a yearly distribution from the State based upon the number of miles of right-of-way. The Township is required to use these funds to offset the cost of maintaining the right-of-way. This agreement with DayStarr LLC (dba DayStarr Communications) is for an initial duration of fifteen (15) years, and can be extended for five (5) years up to three (3) times, for a total of thirty (30) years.

Seeger moved, Stump seconded, to authorize the Township Clerk to execute a Metro Act Right of Way Permit with DayStarr LLC (dba DayStarr Communications) expiring May 9, 2037, pending legal review.

AYES: Smith, Seeger, Cramton, Stump, Fedewa, Ross, Galardi.

NAYS: None.

ABSENT: None.

Motion carried.

Election Inspector
Wage Scale

Effective January 2018, Clerk Mosier and the Board approved the current wage scale for all DeWitt Township Election workers:

- Chairpersons - \$13.00
- Assistant Chairpersons - \$11.00
- Election Inspectors - \$10.00

At the time, Clerk Mosier described the pressures associated with maintaining a competitive election wage including the inevitable comparison to the current minimum wage, remaining comparable to other jurisdictions, and maintaining an adequate number of election workers (over 100). Everything that Clerk Mosier described still exists, and now one can add to it the seemingly never-ending threat of a global pandemic, increased attention on the right to carry firearms in precinct, and the current environment of election misinformation and distrust.

City of DeWitt Clerk Lisa Grysen and Clerk Cramton initially discussed raising wages for Election workers prior to the November 2020 Presidential Election, and were not able to accomplish the task. Both communities did pay a “hazard bonus” to workers for working during the pandemic. Once again, the two Clerks have coordinated and are both proposing the following wage scale:

- Chairpersons - \$15.00
- Assistant Chairpersons - \$13.00
- Election Inspectors - \$12.00

It is important that the wage increase is coordinated with the City of DeWitt as DeWitt Township serves the same greater community of voters. Clerk Grysen will be requesting the same increase for her election workers.

Fedewa moved, Ross seconded, to establish the following Election Inspector Pay Schedule, effective June 1, 2022, as follows: Chairperson hourly rate at \$15.00 per hour, Assistant Chairperson hourly rate at \$13.00 per hour, and Election Inspector hourly rate of \$12.00 per hour. Training pay to remain \$30.00 for Certification Training, and \$20.00 for ePollbook and other miscellaneous trainings.

AYES: Smith, Seeger, Cramton, Stump, Fedewa, Ross, Galardi.

NAYS: None.

ABSENT: None.

Motion carried.

EXTENDED PUBLIC,
STAFF, & BOARD
COMMENTS

Lenore O’Jibway addressed the Board about the ability to raise chickens and vegetables in residentially zoned areas of the Township. She has submitted a letter to the Clerk’s office and it will be presented at the next Board meeting.

Fire Chief Dave DeKorte informed the Board that the previous weekend was quite busy with 16 calls including an electric vehicle fire that was difficult to extinguish. He presented that this year is the 60th year of the DeWitt Township Fire Department, and in his historical research uncovered that it is also the 30th year of department service for Trustee Fedewa. A celebration was held for Trustee Fedewa this morning.

Police Lieutenant Jason Jones updated the Board on the recent command meeting where he set expectations for the Department while he performs the duties of Chief on an

interim basis. A contract for body worn cameras will be presented to the Board for approval. The department is remaining quite busy in the southern part of the Township.

Manager Dymczyk offered updates on the following:

- The posting for a new Police Chief
- MTA conference presenter
- Administrative assistant interviews
- COVID reporting
- Sewer master plan
- Granger Meadows park improvements
- Municipal Building South
- ARPA funding

Trustee Smith thanked Police Lieutenant Jason Jones for, once again, taking on the responsibilities of the Chief while the search for a new Chief is ongoing.

Trustee Ross informed the Board that the Lansing Board of Water and Light has hired an internal auditor and a corporate secretary. There will be a Committee of the Whole meeting tomorrow.

Treasurer Stump commented that the Township has heard from all of the taxing units and that the summer tax program is progressing. She also reports that DARA is extremely busy and that there are waiting-lists for all programs.

Clerk Cramton offered a statistical update on the previous week's Lansing Public Schools election.

Supervisor Galardi updated the Board on Manager Dymczyk's annual review process.

ADJOURNMENT Seeger moved, Ross seconded, to adjourn 8:03 PM.

Motion voted and carried.

Respectfully submitted,



Adam Cramton, Clerk



Rick Galardi, Supervisor