

Higgins Township

August 2nd, 2021 Board Meeting Minutes

The regular meeting of the Higgins Township Board was brought to order by Supervisor Curnalia at 7:00 pm on Monday, August 2nd, 2021, followed by the Pledge of Allegiance.

Members present: Supervisor Curnalia, Clerk Borgula, Trustee Jennette and Trustee Peters

Members absent: Treasurer Sullivan

Interested persons in attendance: None

Public Comment: No public comment

Consent Agenda: Motioned by Trustee Jennette and Clerk Borgula to accept the consent agenda. All ayes. Motion carried.

Old Business:

Roof- Bill Ingleson finished the roof of the Township Hall.

New Business:

Federal Procurement, Conflict of Interest Policy- Motion by Trustee Jennette and seconded by Supervisor Curnalia to accept the Higgins Township Federal Procurement, Conflict of Interest Policy, in which gifts have to be less than \$50. All ayes. Motion carried. **See attached**

Public Comment: No public comment

Motion made by Trustee Jennette and seconded by Trustee Peters to adjourn the meeting at 7:13pm. All ayes. Motion carried.

William Curnalia, Supervisor

Maggie Borgula, Clerk

These minutes are subject to change/amendment at the next regular meeting of the Higgins Township Board on Monday, September 13th, 2021 at 7:00 pm. Minutes written by Clerk Borgula

Higgins Township Federal Procurement

Conflict of Interest Policy

I. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funds and required under 2 C.F.R. § 200.318(c)(1).

II. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds.

The employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

A. Conflicts of Interest. In addition to the prohibition against self-benefiting from a public contract under Public Act 317 of 1968 and other applicable state law, no officer, employee, or agent of Higgins Township may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent involved in the selection, award, or administration of a contract;
2. any member of his or her immediate family;
3. his or her partner; or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

B. Gifts. In addition to the prohibition against accepting gifts and favors from vendors and contractors under state law, officers, employees, and agents of Higgins Township are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$50.00, which fall into one of the following categories may be accepted:

1. promotional items;
2. honorariums for participation in meetings; or
3. meals furnished at banquets

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

III. Violation

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.

Motion made by Trustee Jennette and seconded by Supervisor Curnalia to accept the Higgins Township Federal Procurement, Conflict of Interest Policy.

Roll Call Vote

Yeas: Supervisor Curnalia, Clerk Borgula, Trustee Jennette and Trustee Peters

Nays: None

Absent: Treasurer Sullivan

Yeas: 4, Nays: 0, Absent: 1

Motion carried.

Adopted on August 2nd, 2021

William Curnalia, Supervisor

Maggie Borgula, Clerk