

Higgins Township
March 22, 2021 Annual Board Meeting Minutes

The Annual Meeting of the Higgins Township Board was brought to order by Supervisor Curnalia at 7:00 pm on Monday, March 22th, 2021. The Pledge of Allegiance followed.

Members present: Supervisor Curnalia, Clerk Borgula and Treasurer Sullivan

Members absent: Trustee Jennette and Trustee Peters

Registered voters present: William Curnalia, Margaret Borgula and Cheryl Sullivan

Other people in attendance: Tim Mepham from the Fire Department

Motioned by Treasurer Sullivan, seconded by Clerk Borgula to accept the 2020 Annual Meeting minutes. All ayes. Motion carried.

Public Comment:

Fire Chief Mepham was notified that the Village of Roscommon passed an ordinance stating that he had the jurisdiction to write sanctions for unlawful burning without consulting him about the legality of such ordinance.

PROPOSED BUDGET *(See attached for full budget breakdown)*

General: Motion by Clerk Borgula, seconded by Treasurer Sullivan to accept the 2021-2022 General budget at \$285,666. Ayes: 3 Nays: 0
Approved

Fire/EMS: Motion by Supervisor Curnalia, seconded by Treasurer Sullivan to accept the 2021-2022 Fire/EMS budget at \$474,675.
Ayes: 3 Nays: 0
Approved

G/R: Motion by Treasurer Sullivan, seconded by Clerk Borgula to accept the 2021-2022 G/R budget at \$154,380.
Ayes: 3 Nays: 0
Approved

Vehicle: Motion by Clerk Borgula, seconded by Supervisor Curnalia to accept the 2021-2022 Vehicle budget at \$13,000.
Ayes: 3 Nays: 0
Approved

SALARY RESOLUTIONS *(See attached resolution)*

Supervisor: Motion by Treasurer Sullivan, seconded by Clerk Borgula keep the Supervisor's salary from at \$24,931.00. Ayes: 3 Nays: 0 Approved.

Clerk: Motion by Supervisor Curnalia, seconded by Treasurer Sullivan to keep the Clerk's salary at \$26,523.50.

Ayes: 3 Nays: 0 Approved.

Treasurer: Motion by Clerk Borgula, seconded by Supervisor Curnalia to keep the Treasurer's salary at \$26,523.50.

Ayes: 3 Nays: 0 Approved.

Trustee: Motion by Treasurer Sullivan, seconded by Clerk Borgula to keep the Trustees' salaries at \$7200.

Ayes: 3 Nays: 0 Approved.

OTHER BUSINESS

Equalization: Motion made by Treasurer Sullivan and Supervisor Curnalia to accept 2021-2022 Roscommon County Equalization Department Cost of Services Option A at \$1.15/parcel + \$0.45/parcel postage per mailing.

Roscommon County's Resolution No. 2021-02-01: Motion made by Supervisor Curnalia and seconded by Clerk Borgula to support of Roscommon County's Resolution No. 2021-02-01 "Resolution in Support of Local Businesses and COVID-19 Vaccine". All nays. Motion denied.

Road Commission:

Motion made by Treasurer Sullivan and Supervisor Curnalia to accept the agreement for local road improvement of Maple Valley Road. All ayes. Motion carried.

Motion made by Treasurer Sullivan and Supervisor Curnalia to accept the agreement for local road improvement of Blazed Trail. All ayes. Motion carried.

Motion made by Supervisor Curnalia and Treasurer Sullivan to accept the agreement for local road improvement of Lyman, Jay, Baptist and Fuller Roads. All ayes. Motion carried.

Higgins Township Board Resolution to Adopt Poverty Exemption Income Guidelines and Asset Test: *(See attached for full Resolution)*

Motion made by Supervisor Curnalia and Treasurer Sullivan to accept the Higgins Township Board Resolution to Adopt Poverty Exemption Income Guidelines and Asset Test for 2021.

Upon roll call vote, the following voted

Aye: Supervisor Curnalia, Clerk Borgula and Treasurer Sullivan

Nay: None

Absent: Trustee Jennette and Trustee Peters

3 ayes, 0 nay and 2 absent

The Supervisor declared the resolution adopted.

Motioned by Treasurer Sullivan, seconded by Clerk Borgula to adjourn the meeting at 7:20 pm. All ayes.

William E Curnalia, Supervisor

Maggie Borgula, Clerk

These minutes are subject to change/amendment at the next annual meeting March 21st, 2022.

Attachments

2021-2022 Budgets

2021-2022 Salary Resolutions of Higgins Township Officials

Resolution to Adopt Poverty Exemption Income Guidelines and Asset Test for 2021

2021 - 2022 BUDGET FOR HIGGINS TOWNSHIP

GL NUMBER	DESCRIPTION	2021-22 REQUESTED BUDGET	2021-22 APPROVED BUDGET
ESTIMATED REVENUES			
Dept 000			
101-000-401.000	SWAMP TAX	67,657.00	67,657.00
101-000-401.002	PILT	4,421.00	4,421.00
101-000-402.000	CURRENT REAL PROPERTY TAXES	72,896.00	72,896.00
101-000-410.000	CURRENT PERSONAL PROPERTY TAXES	9,000.00	9,000.00
101-000-412.000	DELINQUENT PERSONAL PROPERTY TAXES	462.00	462.00
101-000-475.000	BUILDING PERMIT	1,000.00	1,000.00
101-000-475.001	PLUMB/MECHANICAL PERMIT	1,500.00	1,500.00
101-000-475.002	ELECTRICAL PERMIT	1,000.00	1,000.00
101-000-475.003	LAND USE PERMIT	200.00	200.00
101-000-475.004	BASE PERMIT	100.00	100.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	17,117.00	17,117.00
101-000-574.000	STATE REVENUE SHARING	70,000.00	70,000.00
101-000-626.000	CLERICAL SERVICES EMS/FIRE	15,000.00	15,000.00
101-000-627.000	RAPS SUMMER TAX COLLECTION	4,600.00	4,600.00
101-000-671.000	MISCELLANEOUS/OTHER REVENUE	20,000.00	20,000.00
101-000-671.001	LIQUOR LICENSE	413.00	413.00
101-000-671.002	BANKHEAD JONES (FEDERAL)	300.00	300.00
Totals for dept 000 -			285,666.00
TOTAL ESTIMATED REVENUES			285,666.00
APPROPRIATIONS			
Dept 101			
101-101-702.000	TRUSTEE SALARY	14,400.00	14,400.00
101-101-727.000	OFFICE SUPPLIES	1,500.00	1,500.00
101-101-730.000	POSTAGE	4,000.00	4,000.00
101-101-801.001	LEGAL	4,000.00	4,000.00
101-101-801.002	AUDIT	7,500.00	7,500.00
101-101-801.003	PROFESSIONAL & CONTRACTUAL SERVICES	1,600.00	1,600.00
101-101-810.000	INSURANCE	14,000.00	14,000.00
101-101-820.000	COMPUTER SERVICES	500.00	500.00
101-101-853.000	PHONE	3,200.00	3,200.00
101-101-860.000	TRAINING/MILEAGE	250.00	250.00
101-101-900.000	PRINTING AND PUBLISHING	500.00	500.00
101-101-921.000	ELECTRIC	2,000.00	2,000.00
101-101-922.000	HEATING	1,500.00	1,500.00
101-101-924.000	WATER/SEWER	1,000.00	1,000.00
101-101-930.000	BUILDING/GROUNDS	12,000.00	12,000.00
101-101-930.001	SNOWPLOWING	2,000.00	2,000.00
101-101-930.002	LAWN CARE	2,450.00	2,450.00
101-101-940.000	MONTHLY SERVICE CHARGES	2,500.00	2,500.00
101-101-955.000	OFFICE EQUIP/MINOR	200.00	200.00
101-101-955.002	MISCELLANEOUS	2,000.00	2,000.00
101-101-956.000	DUES/MEMBERSHIPS	1,500.00	1,500.00
101-101-965.000	CONTINGENCY	38,607.00	38,607.00
101-101-978.000	EQUIPMENT/COMPUTER/SOFTWARE	12,000.00	12,000.00
Totals for dept 101 -			129,207.00

2021 - 2022 BUDGET FOR HIGGINS TOWNSHIP

Dept 171			
101-171-702.000	SUPERVISOR SALARY	24,931.00	24,931.00
101-171-860.000	TRAINING/MILEAGE	200.00	200.00
Totals for dept 171 -			25,131.00
Dept 215			
101-215-702.000	CLERK SALARY	26,523.00	26,523.00
101-215-801.000	CONTRACT LABOR	200.00	200.00
101-215-860.000	TRAINING/MILEAGE	200.00	200.00
Totals for dept 215 -			26,923.00
Dept 247			
101-247-702.000	BOR SALARY	1,200.00	1,200.00
101-247-861.000	TRAINING/MILEAGE	200.00	200.00
Totals for dept 247 -			1,400.00
Dept 253			
101-253-702.000	TREASURER SALARY	26,523.00	26,523.00
101-253-801.000	CONTRACT LABOR	500.00	500.00
Totals for dept 253 -			27,023.00
Dept 257			
101-257-702.000	ASSESSOR SALARY	37,132.00	37,132.00
101-257-860.000	TRAINING/MILEAGE	250.00	250.00
Totals for dept 257 -			37,382.00
Dept 262			
101-262-702.000	ELECTION SALARY	2,000.00	2,000.00
101-262-727.000	ELECTION SUPPLIES	1,000.00	1,000.00
101-262-930.000	REPAIRS/EQUIP/OTHER	100.00	100.00
Totals for dept 262 -			3,100.00
Dept 330			
101-330-702.000	CONSTABLE SALARY	500.00	500.00
Totals for dept 330 -			500.00
Dept 371			
101-371-702.001	PLUMB/MECH SALARY	1,200.00	1,200.00
101-371-702.002	ELECTRICAL SALARY	1,000.00	1,000.00
101-371-702.003	BUILDING INSP SALARY	1,000.00	1,000.00
Totals for dept 371 -			3,200.00
Dept 448			
101-448-920.000	STREET LIGHTING	7,000.00	7,000.00
Totals for dept 448 -			7,000.00
Dept 721			
101-721-702.000	PLANNING WAGES	3,000.00	3,000.00
Totals for dept 721 -			3,000.00
Dept 722			
101-722-702.000	ZONING SALARY	5,000.00	5,000.00
101-722-703.000	ZBA SALARY	100.00	100.00
Totals for dept 722 -			5,100.00
Dept 751			
101-751-957.000	PARKS/RECREATION	5,000.00	5,000.00
Totals for dept 751 -			5,000.00
Dept 862			
101-862-715.000	SOC/MCR-EMPLOYER	11,700.00	11,700.00
Totals for dept 862 -			11,700.00
TOTAL APPROPRIATIONS			285,666.00

2021 - 2022 BUDGET FOR HIGGINS TOWNSHIP

Fund 211 - FIRE/EMS

ESTIMATED REVENUES

Dept 000

211-000-401.002	PILT	15,485.00	15,485.00
211-000-402.000	CURRENT REAL PROPERTY TAXES	255,306.00	255,306.00
211-000-626.000	COLLECTIONS	196,884.00	196,884.00
211-000-675.000	MISC/COST RECOVERY	7,000.00	7,000.00
Totals for dept 000 -			474,675.00

TOTAL ESTIMATED REVENUES

474,675.00

APPROPRIATIONS

Dept 336

211-336-702.000	WAGES	255,000.00	255,000.00
211-336-727.000	FIRE/EMT SUPPLIES	2,000.00	2,000.00
211-336-727.001	OFFICE SUPPLIES	500.00	500.00
211-336-727.002	MEDICAL SUPPLIES	3,500.00	3,500.00
211-336-730.000	POSTAGE	75.00	75.00
211-336-731.001	VEHICLE REPAIR/MAIN	6,500.00	6,500.00
211-336-731.002	RADIO/PAGER/REPAIR/MAIN	1,500.00	1,500.00
211-336-731.004	VEHICLE EQUIPMENT	8,000.00	8,000.00
211-336-740.000	GAS/OIL	11,500.00	11,500.00
211-336-750.000	CLOTHING	7,500.00	7,500.00
211-336-801.000	LEGAL	300.00	300.00
211-336-802.000	INTERCEPTS	60,000.00	60,000.00
211-336-804.000	BILLING SERVICE	15,000.00	15,000.00
211-336-810.000	INSURANCE	10,500.00	10,500.00
211-336-835.000	HEALTH REQUIREMENTS	1,000.00	1,000.00
211-336-850.000	RADIO/PAGERS	1,000.00	1,000.00
211-336-853.000	PHONE	6,000.00	6,000.00
211-336-854.000	INTERNET	1,500.00	1,500.00
211-336-860.000	TRAINING/MILEAGE	3,000.00	3,000.00
211-336-921.000	ELECTRIC	4,500.00	4,500.00
211-336-922.000	HEATING	3,000.00	3,000.00
211-336-924.000	WATER/SEWER	1,000.00	1,000.00
211-336-930.000	BUILDING/GROUNDS/MAIN	9,000.00	9,000.00
211-336-930.001	SNOWPLOWING	2,000.00	2,000.00
211-336-930.002	LAWNCARE	4,000.00	4,000.00
211-336-940.000	MONTHLY SERVICE CHARGES	1,800.00	1,800.00
211-336-955.000	MISCELLANEOUS	3,000.00	3,000.00
211-336-956.000	DUES/MEMBERSHIPS	1,000.00	1,000.00
211-336-957.000	CLERICAL SERVICES-GEN	15,000.00	15,000.00
211-336-978.000	EQUIPMENT/COMPUTER/SOFTWARE	3,000.00	3,000.00
211-336-999.000	TRANSFERS (OUT)	13,000.00	13,000.00
Totals for dept 336 -			454,675.00

Dept 862

211-862-715.000	EMPLOYERS SHARE-SOC. SEC. & MEDIC.	20,000.00	20,000.00
Totals for dept 862 -			20,000.00

TOTAL APPROPRIATIONS

474,675.00

2021 - 2022 BUDGET FOR HIGGINS TOWNSHIP

Fund 226 - GARBAGE AND RUBBISH COLLECTION FUND

ESTIMATED REVENUES

Dept 000

226-000-672.000	SPECIAL ASSESSMENTS	154,380.00	154,380.00
Totals for dept 000 -			154,380.00

TOTAL ESTIMATED REVENUES			154,380.00
--------------------------	--	--	------------

APPROPRIATIONS

Dept 528

226-528-801.000	TRASH/LARGE ITEM/HAZ	150,840.00	150,840.00
226-528-803.000	HAZARDOUS WASTE PICK-UP	3,400.00	3,400.00
226-528-955.000	MISCELLANEOUS	140.00	140.00
Totals for dept 528 -			154,380.00

TOTAL APPROPRIATIONS			154,380.00
----------------------	--	--	------------

2021 - 2022 BUDGET FOR HIGGINS TOWNSHIP

Fund 406 - VEHICLE AND EQUIPMENT

ESTIMATED REVENUES

Dept 000

406-000-699.000	TRANSFERS IN	13,000.00	13,000.00
Totals for dept 000 -			13,000.00

TOTAL ESTIMATED REVENUES			13,000.00
--------------------------	--	--	-----------

APPROPRIATIONS

Dept 901

406-901-970.000	CAPITAL OUTLAY	13,000.00	13,000.00
Totals for dept 901 -			13,000.00

TOTAL APPROPRIATIONS			13,000.00
----------------------	--	--	-----------

Approved March 22, 2021

**SALARY RESOLUTION
HIGGINS TOWNSHIP OFFICIALS**

SUPERVISOR	\$ 24,931
CLERK	\$ 26,523
TREASURER	\$ 26,523
TRUSTEES	\$ 7,200

This resolution shall be submitted to the electors at the annual meeting to be held at 7:00 pm, on Monday, March 22, 2021, at the Higgins Township Hall, 700 South Fifth Street, Roscommon County, State of Michigan, at which time the electors may alter these amounts. Pursuant to MCLA 41.95(2), such modification(s) that may be made by the electors cannot result in the reduction of salary during each official's term of office unless consented to by the officials and official's duties and responsibilities are reduced.

This resolution, adopted this eighteenth day of February, 2021, is properly adopted by the Higgins Township Board at least thirty (30) days prior to the annual meeting as required by law.

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND COMPLETE COPY OF A RESOLUTION OFFERED AND ADOPTED BY THE HIGGINS TOWNSHIP BOARD AT A SPECIAL BUDGET MEETING HELD ON THE EIGHTEENTH DAY OF FEBRUARY, 2021.



MARGARET A BORGULA, CLERK

Higgins Township Board Resolution to Adopt Poverty Exemption Income Guidelines and
Asset Test for 2021

WHEREAS, the General Property Tax Act, MCL 211.7u, states that the homestead of persons who, in the judgment of the supervisor and 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 the General Property Tax Act; and

WHEREAS, a township board is required by MCL 211.7u to adopt guidelines for the poverty exemption;

NOW, THEREFORE, BE IT HEREBY RESOLVED, pursuant to MCL 211.7u, that Higgins Township, Roscommon County, adopts the following guidelines for the supervisor and 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.

To be eligible for exemption under this section, a person must do all of the following on an annual basis:

- 1) Own and occupy as a principal residence the property for which an exemption is requested. The person shall affirm this ownership and occupancy status in writing by filing a form prescribed by the state tax commission with the local assessing unit.
- 2) File a claim with the board of review on a form prescribed by the state tax commission and provided by the local assessing unit, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year, and an affidavit in a form prescribed by the state tax commission may be accepted in place of the federal or state income tax return.
- 3) Produce a valid driver license or other form of identification if requested by the supervisor or board of review.
- 4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if required by the supervisor or board of review.
- 5) Meet (the federal poverty income guidelines as defined and determined annually by the United States Office of Management and Budget).
- 6) Meet additional eligibility requirements as determined by the township board, including: a maximum asset value level of \$10,000;

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

The foregoing resolution offered by Board Member Supervisor Curnalia and supported by Board Member Treasurer Sullivan.

Upon roll call vote, the following voted

Aye: Supervisor Curnalia, Clerk Borgula and Treasurer Sullivan

Nay: None

Absent: Trustee Jennette and Trustee Peters

3 ayes, 0 nay and 2 absent

The Supervisor declared the resolution adopted.

I, Margaret Borgula, the duly elected and acting Clerk of Higgins Township, hereby certify that the foregoing resolution was adopted by the township board of said township at the annual meeting of said board held on March 22nd, 2021, at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

Maggie Borgula

Clerk Borgula

2021 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA

PERSONS IN FAMILY/HOUSEHOLD

POVERTY GUIDELINE

For families/households with more than 8 persons, add \$4,540 for each additional person.

1	\$12,880
2	\$17,420
3	\$21,960
4	\$26,500
5	\$31,040
6	\$35,580
7	\$40,120
8	\$44,660

