

APPROVED MINUTES

EVERETT TOWNSHIP

REGULAR MEETING

November 15, 2016

1. **Call to Order:** Supervisor Judy Maike called the meeting to order at 1:15 p.m.
2. **Roll call:** Present: Judy Maike, Supervisor; Brandy Fleming, Treasurer; Curt Chaffee, Trustee. Absent: Don Clary, Trustee; Roshelle Wright, Clerk. Also Attending: Jim Maike, County Commissioner; Jeffrey Craigmyle, Transfer Station Officer; Pam Chaffee, Elected as new Clerk; Richard Long, Elected as new Trustee
3. **Pledge of Allegiance.**
4. **Agenda Approval:** Motion by Supervisor Judy Maike to accept agenda with the following additions:
Unfinished Business: A. Fund Number for extra Building Authority Payment. B. Snow Plow Bids. C. Accept Zoning Administrator Robert Hall's Resignation. And under New Business: A. Training for New Officers. 2nd by Trustee Curt Chaffee, all ayes. Motion carried.
5. **Approval of Board Minutes of October 18, 2016:** Motion by Supervisor Judy Maike to accept the October 18 minutes with the following changes, 5: Clerk Roshelle Wright wished to rescind her vote of approval to pay the Schuiteman Attorney invoice for \$2000.00, 7C: Clerk Wright stated that her figures do not match those of the Treasurer, 8A: Rep did not attend, 8B: The 3rd bid from Awaste would charge a \$200.00 fee for a metal only bin. They would turn that metal in for scrap and any money received from the sale of the metal would go to the township. Second by Treasurer Brandy Fleming. Ayes all. Motion carried.
6. **Public Comment:** none.
7. **Bills & Financial Transactions**
 - A. **Treasurer's Financial Report** – Treasurer Brandy Fleming reported on the General Checking \$257,317.38 & Tax Account \$8,895.61, report accepted and filed.
 - B. **Clerk presents Township Bills** – In the absence of Clerk, Roshelle Wright, and with the help of Treasurer, Brandy Fleming, Pam Chaffee presented a total for approval of: \$9,576.14. Motion by Treasurer Brandy Fleming to pay the November 2016 bills, 2nd by Supervisor Judy Maike, all ayes. Motion carried.
 - C. **Budget Review:** Resolution 2016-21 will be presented to the Board at the next regular meeting by the new Clerk, Pam Chaffee, to transfer funds to correct some questionable budget line items. New Clerk Chaffee will also investigate several lines that the Board suspects do not accurately represent the current spending
8. **Unfinished Business:**
 - A. **Fund Number for Building Authority.** New Clerk Chaffee will have the fund number available at the next meeting. The Board discussed making an extra payment on the debt to the Building Authority. Tabled until next regular meeting.
 - B. **Snow Plowing Bids:** New Clerk Pam Chaffee will look for any received bids. Tabled until the next meeting.
 - C. **Resignation of Zoning Administer Robert Hall:** Trustee Curt Chaffee made the motion to officially accept the resignation. 2nd by Supervisor Judy Maike. Ayes all. Motion passed.

9. **New Business**

- A. **Training for new officials:** Supervisor Judy Maike suggested that newly elected officials should research training possibilities and bring the information to the Board for approval of any costs.
- B. Snow plow Bid advertised: Snow plow bid is ready for publishing and will go in this week and run for two weeks.

10. **Officer's Reports**

- a. **Zoning Official/Planning Co./ZBA:** The Board would like to recognize the service provided by Zoning Administrator Robert Hall – Trustee Curt Chaffee will compose a “Thank You” letter to be given to Mr Hall by the Board. Trustee Chaffee will bring that letter to the next regular meeting. The Master Plans have been printed and the Planning Commission will begin the process of reviewing same. The Planning Commission continues to work on the process of making needed zoning changes. Trustee Chaffee informed the Board that there is at least one vacancy on the Zoning Board of Appeals – Supervisor Maike commented that the Board of Review is scheduled to meet at 10:30 a.m. on December 13th and mentioned that she is in favor of running an ad to fill the vacancy(ies).
- b. **County Commissioner:** Commissioner Jim Maike Jr reported that the new County Administrator, Christopher Wren, is in place as well as the new Parks Department Manager, Nicholas Smith, and both are doing excellent jobs. Jim reported that the health care insurance costs at the County are going up 400%. As Jim also does maintenance for the Township, he said that the Hall is in good shape and talked about changing from Mercury Vapor to LED dusk to dawn lights at both the Hall and the Transfer Station. He would also like to begin transferring the lighting inside the Hall to LEDs. Jim also commented on the great clean-up done at the Transfer Station by Mr Dutcher and Jeffrey Craigmyle
- c. **Transfer Station:** Jeffrey Craigmyle reported that the transfer station is going well with revenues of \$433 last Saturday and \$306 the Saturday before. Wednesday revenues were down to \$54 last Wednesday. The Board decided that next Wednesday will be the last for this season. Jeffrey will announce the Wednesday closing to customers next Wednesday and Saturday. Mr Dutcher and Jeffrey have hauled 14 loads of scrap metal from the Transfer Station receiving \$603.14. They have only the aluminum left to haul away. After a short discussion, the Board decided to amend the bid to 80% for Mr Dutcher and 20% to the Township. So-moved by Trustee Curt Chaffee. 2nd by Supervisor Judy Maike. Ayes all. Passed
- d. **Supervisor:** Supervisor Judy Maike asked the Board to give thought to hiring a Recording Secretary and asked that this item be added to the agenda for the next regular meeting. She also discussed some concerns about COLA and will have more information at a later date. Supervisor Maike announced that Melissa Johnson, Deputy Clerk and cleaning person has resigned. Supervisor Maike has received a bid for the cleaning of the Hall from Valerie Fleming for \$100 per month to clean the building twice a month. Tabled, and will add to next month's agenda. Supervisor Maike also updated the Board about payments in lieu of taxes that we should have been collecting on two duplexes west of town. She has spoken with the man representing that company and those payments will be caught up. Good Job Supervisor Maike! Supervisor Maike also informed the Board that it is too late for our newsletters to be mailed with tax bills so she has checked into the cost for delivering the newsletters as an insert to the Hi-Lites Shopper's Guide: printing for 1000 newsletters is \$100 for black and white or \$120 for color. Delivery to township residents will be \$55 to

about 750 households. Lastly, she said that we need to verify addresses with meter numbers as listed on Great Lakes bills.

- e. **Clerk:** no report, but the new Clerk, Pam Chaffee will be officially on board next month.
- f. **Treasurer:** No news this month.
- g. **Trustees:** The Cemetery Board meetings have been cancelled until January, but Trustee Curt Chaffee handed out a letter from Dave Wright to the Township Board (attached). The Municipal Employee Retirement System representative is willing to talk with the Board – Trustee Chaffee expressed concern over the roll-over process. Trustee Chaffee would like the Board to recognize Don Clary’s lengthy service to the Township as he has now resigned. Supervisor Maike will find out the total length of Trustee Don Clary’s service before anything is done officially as there were some gaps.

11. **Public Comment:** Joshua Waelde came in to the meeting about ½ way through and waited patiently to speak. He said that he is from the property next door and he is trying to clean it up but it has been a slow process. This has been an ongoing concern. The Board noted his efforts but also commented that the property would have to be brought into compliance with zoning ordinances.

12. Adjournment was made at 4 p.m.

Draft Minutes respectfully submitted by Pam Chaffee, Clerk
11/28/2016