

# Approved Minutes

EVERETT TOWNSHIP

REGULAR MEETING

February 21, 2017

1. **Call to Order:** Supervisor Judy Maike called the meeting to order at 1:05 pm
2. **Roll call:** Present: Judy Maike, Supervisor; Brandy Fleming, Treasurer; Curt Chaffee, Trustee. Richard Long, Trustee; Pamela Chaffee, Clerk. Absent: none. Also Present: Ralph Zimmerman; Jeffrey Craigmyle (Transfer Station);[ Bob Hall (Zoning Administrator) *because of the unusual length of the meeting Bob had to leave prior to giving his report*]
3. **Pledge of Allegiance**
4. **Agenda Approval:** The agenda was approved.
5. **Approval of Board Minutes**

**of January 17, 2017:** The minutes of the January 17<sup>th</sup> meeting were reviewed and unanimously approved with addition of the bank statement date of December 30<sup>th</sup> to the Treasurer's Financial Report

**January 24, 2017:** The minutes of the January 24<sup>th</sup> Special Meeting were approved with the addition of "Respectfully submitted by Pam Chaffee, Clerk 02/15/2017". (Trustee Curt Chaffee abstained from the vote as he had been unable to attend the special meeting).
6. **Public Comment:** none as all others present had been added to the agenda.
7. **Bills & Financial Transactions:**
  - A. **Treasurer's Financial Report** – Treasurer Brandy Fleming reported that she balanced the Treasurer's her records - General Checking \$388,143.83 and Tax Account \$107,856.10 for a total in Bank Accounts of \$495,999.93 as of Jan 31, 2017.
  - B. **Clerk presents Township Bills** - Clerk Pam Chaffee presented bills totaling \$11,756.71 for approval. Trustee Curt Chaffee noted that Amerigas was charging the township an unusually high amount for propane. Supervisor Judy Maike will contact Amerigas to request an adjustment. As this has been a recurring problem with Amerigas, she will also call some other local Propane suppliers for quotes. Clerk Pam Chaffee made the motion to approve the bills, support by Trustee Richard Long. Ayes all, motion passed.
  - C. **Budget Review:** Clerk Pam Chaffee presented the Board with Resolution 2017-01 which she explained were clerical corrections per her audit of Budget adjustments to the resolutions that supported them. & 2017-02 which would bring the Budget into balance for the current report period. Both of the Resolutions were brought to a roll call vote and both passed unanimously. The Board then requested that a Resolution be prepared to anticipate expenditures to Transfer Station Printing & Publishing in anticipation of Ads needing to be placed soon, Treasurer Supplies as ink needs to be ordered for that printer, and Clerk Supplies as that printer also needs ink. Supervisor Judy Maike made the motion to make the aforementioned budget adjustments, seconded by Trustee Curt Chaffee, ayes all, motion passed.
  - D. **Preliminary Budget 2017/2018:** Clerk Pam Chaffee has supplied the Board with the Preliminary Budget Report that includes the previous two fiscal years as well as the current fiscal year to date. The Board will hold a special meeting on February 28<sup>th</sup> at 1pm to discuss the 2017/18 budget.

8. **Unfinished Business:**

- A. Supervisor Judy Maike has retired Trustee Don Clary's key returned to the Township.
- B. Newsletter submissions: Clerk Pam Chaffee gave a draft letter from her desk to Supervisor Judy Maike for her revision.

9. **New Business**

- A. **Family Park:** Ralph Zimmerman presented a proposed design for an Everett Township Family Park. He asked the Board to support the project with \$100,000 over the next 5 years. After much discussion, including the Board asking Mr. Zimmerman for a more detailed budget for the project, the item was tabled. Ralph Zimmerman left the Board with an ad that he asked the Board run seeking residents interested in sharing ideas for proposed park.
- B. **Fire Fund Budget:** Trustee Richard Long presented the Board with the Fire Fund Budget. After much discussion the item was tabled. He asked that a copy of our L-4029 report be forwarded to the Fire Department, which will be done when the form is completed.
- C. **Dry Hydrants:** Trustee Richard Long advised the Board that dry hydrants located within the Township needed to be either repaired or removed. After much discussion the item was also tabled.
- D. **Assessor Frain & Associates Contract Increase:** Frain and Associates have asked for an increase in their pay to \$11 per parcel. The item was tabled until our next meeting to allow Supervisor Judy Maike to do some research.

10. **Officer's Reports**

- a. **Zoning Official/Planning Co./ZBA** - Clerk Pam Chaffee asked the Board to approve **Zoning Ordinance 11-14**. The Planning Commission had held the required public meeting at the Planning Commission meeting on February 20. Trustee Curt Chaffee made a motion to approve Zoning Ordinance 11-14 as presented, second by Supervisor Judy Maike. The motion passed with four yes votes and Trustee Richard Long abstaining.
- b. **County Commissioner:** no report
- c. **Transfer Station:** Jeffrey Craigmyle reported that the Transfer Station is being used by approximately 50 people a week. The Board set the date for the May Clean-Up for May 20<sup>th</sup> and will place the appropriate ad.
- d. **Supervisor:** Supervisor Judy Maike submitted a written report. Highlights: The Library will be moving forward with a millage request on the August 2017 ballot for just under 1 mill for a new building. The Cemetery Board has asked that their meeting be rescheduled to March 23<sup>rd</sup> at 7pm. Clerk Pam Chaffee received and opened a sealed bid for resurfacing the Township Hall parking lot. The Board asked that we seek more bids before making a decision. The Board of Review will be having their Organizational Meeting on March 7 at noon. The regular Board of Review will meet on March 13, 3-9pm and March 14, 9-3pm. The Planning Commission has moved the date of their March meeting to the 20<sup>th</sup> as the Board of Review will be meeting on their regularly scheduled date. The Newaygo County Road Commission has submitted a proposal for paving 8<sup>th</sup> Street from Oak to Pine – tabled. Marv Deur has submitted a bid for brining/dust control for this season – Trustee Curt Chaffee asked if we could seek at least one more bid. Supervisor Maike will obtain new padlocks for the Transfer Station that were approved at the last Board meeting.

- e. **Clerk:** Clerk Pam Chaffee contacted the Road Commission to obtain the salt/sand mixture used to keep the Transfer Station parking lot safe in icy weather. She also reported that Mike Mohr had closed and locked the front/east window of the hall after he discovered it was not locked and was slightly open.
  - f. **Treasurer:** none
  - g. **Trustees:** none
11. **Public Comment:** none
  12. **Adjournment:** unanimously at 2:55 pm

Respectfully submitted 2/22/2017 by Pam Chaffee, Clerk