

**Corrected MINUTES  
EVERETT TOWNSHIP  
Regular Meeting  
March 18, 2014, 7:00 p.m.**

1. CALL TO ORDER- Clerk Roshelle Wright called the meeting to order at 7:00 p.m.
2. ROLL CALL – Members Present: Clerk- Roshelle Wright, Treasurer- Gloria Reyes, Trustee- Donald Clary & Trustee- Curtis Chaffee.  
Members Absent: Supervisor- Judy Maike (*Due to illness*)
3. PLEDGE OF ALLEGIANCE.
4. PUBLIC COMMENT – time was allowed: no public comments.
5. AGENDA APPROVAL – Motion by Wright, 2<sup>nd</sup> by Clary to accept the Agenda as presented. All ayes, motion carried.
6. MINUTES APPROVAL - Approval of Regular Meeting Minutes of February 18, 2014. Motion by Chaffee, 2<sup>nd</sup> by Clary to approve said minutes as written. All ayes, motion carried.
7. UNFINISHED BUSINESS
  - A. Fireboard Resolution – Motion by Wright, 2<sup>nd</sup> by Clary to approve Resolution 2014-1 Resolution to approve ballot proposal to renew fire millage. Upon roll call vote the following voted Aye: Reyes, Wright, Clary, Chaffee; Nay: none; Absent: Maike. Motion carried.
  - B. Berends Insurance – tabled
  - C. Hall Rental – the Board discussed renting the hall to non-residents. Motion by Wright, 2<sup>nd</sup> by Reyes to allow non-residents to rent the hall at a cost of \$250.00, \$100.00 of which will be the deposit and \$150.00 as the rental fee (*township residents pay \$200, \$100 of which is the deposit and \$100 for the rental fee*). All ayes, motion carried. Chaffee would like the board to consider waiving the rental fee or at least give a discount when the hall is rented for funerals and/or memorial services.
8. NEW BUSINESS
  - A. Board of Review – Much discussion was held regarding the procedure of appointing board of review members. Only the township board has the authority to appoint BOR members. The Supervisor can make recommendations to the township board, but does not have the authority to appoint any BOR member on her own without board approval.
  - B. Public Notices – The Supervisor published a public notice in the Times Indicator regarding the Treasurers resignation and any interest in the treasurers' position for the upcoming August Primary Election. Clerk Wright sought advice from MTA and was notified through email that the Supervisor was not required to advertise this position and now had unlawful expenditures that were not approved by the board. The Clerk addressed the legal aspects of this issue.
  - C. Approval of Public Notice Expenditure (ad Judy Maike put in paper) – Motion by Chaffee, 2<sup>nd</sup> by Clary to pay Times Indicator bill for ad published by Judy Maike regarding Treasurers position. All ayes, motion carried.

- D. Approval of Transfer Station Hours Compensation – Motion by Wright, 2<sup>nd</sup> by Clary to approve compensation of \$12.00/hour to any board member who substitutes to work at the transfer station. All ayes, motion carried.
- E. Post Office – due to Maiké questioning Wright as to who is allowed to retrieve to mail from the post office, Wright informed members that both the Clerk and the Treasurer and whomever they designate have the authority to pick up mail from the post office. Wright would like to create a policy to reflect that for future reference. Wright will be purchasing a resource book from MTA called “Policy Matters” to assist the board in developing these type of policies. Reyes informed members that Supervisor Maiké is still receiving rent monies in the township drop box even after Maiké told the board that this would no longer happen. The board agrees once again about the potential liability issue with Maiké’s personal business monies being left in the township drop box.
- F. Emergency Situations – another area that needs to be addressed in regards to township policy. Motion by Wright, 2<sup>nd</sup> by Clary to approve Ralph Zimmerman and Richard Ringler as BOR members replacing Joseph Reyes and Michael Goldston who both resigned. All ayes, motion carried.
- G. Clean up day – May 10, 2014 – the board needs to meet and discuss the details.
- H. Everett Township Meeting dates - Motion by Wright, 2<sup>nd</sup> by Reyes to approve the 2014-15 fiscal year Everett Township meeting dates. All ayes, motion carried.
- I. Carbonite Back-up Renewal - Chaffee recommended the Cloud and stated that it is a free online back-up option. Wright will look into the Cloud and report back to the board.
- J. Transfer Station Employees – Though no formal letter has been received at this time, it has been brought to the attention of the board that Ron Thorne has resigned from the transfer station. Reyes and Chaffee agree that if a new employee needs to be hired then the board should review the previous applicants rather than re-post the vacancy. Chaffee asked the board if they would have any objections to someone working at the transfer station as community service. The board and Jeff Craigmyle both agreed that would not be a problem as long as the community service worker does not handle the money.

9. **BILLS & FINANCIAL TRANSACTIONS**

- A. Clerk presents Township Bills – Motion by Wright, 2<sup>nd</sup> by Reyes to pay bills totaling \$35,633.86. Ayes: Reyes, Clary, Wright; Nays: Chaffee. Motion carried.
- B. Treasurer’s Financial Report – Balances as of February 28, 2014: General Fund: \$230,919.71; Trust & Agency: \$47,910.82; Tax Account: \$61,087.52; Fifth Third CD (2621): \$36,846.43. Treasurer’s report received.

10. **OFFICER’S REPORTS**

- A. Zoning Official – none.
- B. County Commissioner – none.
- C. Transfer Station- Jeff Craigmyle attended the meeting and reported things are running smoothly at the transfer station.
- D. Building Maintenance – ~~none~~. *Absent*. Jim Maiké fixed the furnace at the transfer station and the flagpole.

- E. Library Board – nothing.
  - F. Fire Board – Clary reported the fire barn construction is at a standstill.
  - G. Planning Commission – Chaffee reported they PC had a meeting the day before. The PC has finished going through the master plan and all the recommended changes have been made. Pam Chaffee will type up the changes and the PC will submit them to the board for approval.
  - H. ZBA – none.
  - I. Supervisor – absent.
  - J. Clerk – Wright informed the board she received the Accident Fund bill and Big Prairie Township still has not removed themselves from the policy or obtained their own insurance as of today. The Clerk will address this issue at the Cemetery Board meeting.
  - K. Treasurer – Gloria Reyes thanked the board for their support. A motion was made by Curt Chaffee, 2<sup>nd</sup> by Roshelle Wright to appoint the new treasurer, Brandy Fleming, effective immediately. Her oath will be given by the clerk following this meeting, all ayes, motion carried.
  - L. Trustees – Chaffee addressed the board regarding his voting against paying the townships bills. See attached letter. Chaffee would like to see updated budget reports monthly at the townships regular board meeting.
  - M. Other Committee reports – none.
11. PUBLIC COMMENT – time was allowed.
  12. MEETING ADJOURNED at 8:38 p.m.

Submitted by Melissa Johnson – Deputy Clerk