

West Branch Township
Board Meeting
February 8, 2017 – 6:04 p.m.

Veeder opened meeting with the pledge to the flag at 6:04 p.m.

Present: Veeder, Buhlman, Philbrick and Mollard
Hodgins Absent

Public Present: Bruce Reetz and Ron Zarem

Motion by Philbrick, second by Mollard to approve the Agenda with the addition of Public Inspection of Records added under New Business: Administrative Policies and Procedures. Voice vote: Ayes – all.
Motion Carried.

Motion by Philbrick, second by Mollard to approve minutes of 1/11/17 and 1/23/17. Voice vote: Ayes – all. Motion Carried.

Reports:

Commissioner Reetz reported on MSU meeting concerning millage for August election. He stated MSU must provide funds to cover cost of election. Discussed county budget concerns and noted the West Branch Travel Trailer Park revenues exceed expenditures; however the Deer Park expenditures exceed revenues.

Mollard presented bills. Motion by Philbrick and second by Veeder to approve bills as presented in the amounts of: (101) G/F \$27,457.96, (592) Sewer and Water \$23,105.90 and (600) Water #2 \$1,766.73. Voice Vote: Ayes - all. Motion Carried.

Mollard reported on changes in accounting that will be effective on 4/1/17; namely she will be issuing Accounts Payable and Payroll checks. She informed Stephenson and Company of this change and will be purchasing Quick Books rather than Pontem software for payroll , cost savings of \$2700.00 and worked on next FY budget with Supervisor.

Motion by Veeder and second by Philbrick to purchase Quick Books Payroll Premier Program for Clerk's Computer. Voice Vote: Ayes – all. Motion Carried.

Philbrick stated she has been busy collecting taxes and the last day the township can collect is 2/28/17.

Buhlman reported on verification of checking accounts for DDA, G/F, Sewer/Water and Water #2 and provided update on ZBA. ZBA will meet in the Spring (upon return of board member to review and update By Laws.

Veeder reported he attended Planning meeting 2/7/17, DDA will meet next week and BOR has training at Forwards next week. MDOT will be having a Pre-Construction meeting on the exit ramp closure for Exit 212. The meeting will be held 3/16/17 from 4-6 p.m. at our township hall. The meeting will be open to the public.

New Business:

Budget Meeting for FY 2017/2018 will be scheduled for Wednesday, 2/15/17 at 9:00 a.m. Budgets were provided to each board member to review before the meeting.

Transfer Station was discussed. Due to an increase in volume, Deputy Clerk Ron Zarem requested it be kept open twice/week annually effective 4/1/17. This change in operation will provide better services for township residents and revenues will cover added costs.

MTA Salary Survey was discussed.

Resolutions for Elected officials’ salaries were discussed (with no changes). It was decided to wait until the Budget Meeting on 2/15/17 to approve so board members could review.

Move by Philbrick and second by Mollard to approve Resolution #02-09-2017 E: Proclamation declaring April 2017 as Social Host Responsibility Month. Roll Call: Ayes – Philbrick, Mollard, Buhlman and Veeder. Resolution Adopted.

Hodgins arrived at 7:28 p.m.

Administrative Policy and Procedures changes and additions were discussed.

Motion by Veeder, second by Philbrick to amend Administrative Policy and Procedures 4.9 to include \$40.00 Per Diem for Planning and ZBA Secretary. Voice Vote: Ayes – all. Motion Carried.

Motion by Philbrick, second by Veeder to add 6.6 Public Inspection of Records to Administrative Policy and Procedures. Voice Vote: Ayes – all. Motion Carried

Veeder provided information on Township Law E-Letter from Fahey, Schultz, Burzych, Rhodes and Lawful Expenditures from MTA.

Unfinished Business

Sewer/Water Bill for Marge Noffsinger showed usage of 64,000 gallons from July –September 2016. The Township had the meter inspected by the City of West Branch in December 2016. The consensus of the Board was to have the meter pulled and inspected by the City.

Motion by Veeder, second by Mollard the meeting be adjourned at 8:06 p.m.

2/19/17
Draft Date

Cheryl Mollard, West Branch Township Clerk

Approved Date

Ryan Veeder, West Branch Township Supervisor