

# Approved Minutes

EVERETT TOWNSHIP  
BOARD MEETING  
December 8, 2020

1. **Call to Order:** Supervisor Judy Maike called the meeting to order at 1:35 pm
2. **Roll call:** Board Members Present: Supervisor Maike, Treasurer Fleming, Clerk Chaffee, Trustee Chaffee & Trustee Long. Absent: none. Also in attendance: Transfer Station Attendant Jeffrey Craigmyle.
3. **Pledge of Allegiance**
4. **Agenda Approval:** Motion by Trustee Chaffee with support by Trustee Long to approve the agenda as presented. Ayes all. Motion passed.
5. **Approval of Board Minutes of 11/17/20** – Treasurer Fleming asked that the Treasurer’s portion of the Officer’s Reports be changed from “one required day at the end of” to the specific date of December 29<sup>th</sup>. Motion by Trustee Long with support by Trustee Chaffee to approve the minutes with that change. Ayes all. So moved.
  
6. **Public Comment:** No comments.
  
7. **Bills & Financials:**
  - A. **Treasurer’s Financial Report** - \$412,819.12 total in the general checking account and \$115.18 in the tax account for a total in Bank Accounts of \$412,934.30 as of 11/30/20.
  - B. **Clerk Presents Township Bills:** The Clerk presented bill payments totaling \$45,480.69 (cks #11671 – 11690 & E478 – E486). Trustee Chaffee made the motion to pay the Township’s bills as presented and was supported by Trustee Long. Ayes all, motion passed
  - C. **Budget Review:** Reports distributed and reviewed. December is 75% of our fiscal year. There are some line items that the clerk noted as needing adjustment but the budget is still solid. We have received/paid the final bill from the Road Commission for this season.
8. **Unfinished Business:**
  - A. none
  
9. **New Business:**
  - A. **Fee Schedule Update** – Tabled until upcoming Budget review.
  - B. **Any questions for MERS** - none
  - C. **Next Fiscal Year’s Budget** – The Board will hold their first Budget Meeting for the 21/22 Fiscal Year on February 15<sup>th</sup> at noon (one hour prior to the regular Board Meeting). The tentative plan is for advertising/holding the public Budget Meeting on March 16<sup>th</sup>.
  - D. **Precautions/suggestions for meetings, business, tax collections, etc.** – For the safety of staff and the public during this time of pandemic, the Treasurer’s Office is only allowing one tax payer at a time to enter the building, Board Meetings are held with extra precautions including maintaining a distance of 6 feet and wearing masks, masks are available for staff as well as the public at the entrance to the Township Hall. Hand sanitizer is available throughout the building. Surfaces are sanitized regularly and especially prior to any meeting.
  - E. **Beechwood Lane** - Supervisor Maike will contact the attorney to ask what he would charge to attend a meeting as the zoning violations on Beechwood Lane persist.

**F. Possible New Gravel Pit on 8<sup>th</sup> Street** – The Zoning Administrator included an update in his report. As of today there has not been any application filed.

**10. Officer's Reports**

- a. Zoning Official/Planning Co/ZBA** – Update by Planning Commission/ZBA Secretary Curt Chaffee. The Planning Commission has discontinued meetings until February in light of the current pandemic.
- b. County Commissioner** – absent!
- c. Transfer Station** – Attendant Jeffrey Craigmyle reported that some people are still adjusting to the winter hours. To avoid the occasional problem of some customers cutting ahead of others and using a dumpster that should not be used yet, we will invest in some orange cones and look at additional signage.
- d. Supervisor** – Supervisor Maike reported on the WCCL. She also asked that the Planning Commission look at rezoning properties that could be better repurposed (ie: Johnson's gravel pit and the Zmerzlik Trailer Park).
- e. Clerk** – The Clerk will request a bid from D&D Brine as she has received one from Michigan Chloride Sales. As this month's meeting was held a week early, there are a few regular bills that have not been received. Clerk Chaffee asked for approval to pay them as they arrive with the Treasurer or Deputy Treasurer's signature (second set of eyes) and the approval of Trustee Chaffee (third set of eyes) prior to mailing checks. A motion to grant approval to pay as requested by the Clerk was made by Trustee Long, seconded by Supervisor Maike. Ayes all. So moved. Each Board member verified or updated their information for the 2021 County Directory.
- f. Treasurer** – nothing
- g. Trustees** – Trustee Long reported that the Fire Department is not holding meetings but has asked for Budget approval. He will request a copy of the proposed budget from the Fire Board Treasurer prior to any approval. Trustee Chaffee asked for a copy of last year's Fire Department budget which the Clerk will supply.

**11. Public Comment:** none

**12. Adjournment:** Meeting declared adjourned at 2:50 pm.

Respectfully submitted by Clerk Pam Chaffee