

Approved Minutes

EVERETT TOWNSHIP

BOARD MEETING

August 21, 2018

1. **Call to Order:** Supervisor Judy Maike called the meeting to order at 1:05 pm
2. **Roll call:** All Board Members except Treasurer Brandy Fleming present. Also in attendance – Jeffrey Craigmyle, Transfer Station; Tia Turco, Deputy Treasurer; Marilyn Dreyer, applicant for Planning Commission seat.
3. **Pledge of Allegiance**
4. **Agenda Approval:** Motion by Trustee Long with support by Trustee Chaffee to approve the agenda as presented. Ayes all. Motion passed.
5. **Approval of Board Minutes of July 17, 2018** – Motion by Trustee Chaffee with support by Supervisor Maike to approve the July minutes as presented. Ayes all, motion passed.
6. **Public Comment** (limit to 3 minutes per person): Marilyn Dreyer spoke to the Board about the application she had submitted for a seat on the Planning Commission.
7. **Bills & Financials:**
 - A. **Treasurer's Financial Report:** Deputy Treasurer Tia Turco gave the Treasurer's report: \$329,414.89 total in the general checking account and \$6,639.49 in the tax account for a total in Bank Accounts of \$336,054.38 as of 7/31/18. The Treasurer balances perfectly with the bank statement balance.
 - B. **Clerk Presents Township Bills:** Amount \$59,301.26 total payments. Check numbers presented E282 – E288 & cks# 10923 – 10958. Trustee Long made the motion to pay the Township's bills as presented, supported by Trustee Chaffee. Ayes all, motion passed. (The Clerk made note and apologized as Jeffrey Craigmyle had been underpaid the holiday extra for the hours worked on the 4th of July. Jeffrey agreed to have that amount added to his September check)
 - C. **Budget Review:** Reports distributed and reviewed. 42% of the fiscal year has passed. It was noted that the phone bill has increased dramatically even though Supervisor Maike had contacted AT&T and was told that it would be reduced. The Clerk will look into what the County and the Library are using for their phone service. (note – the AT&T bill received after this meeting is substantially lower – less than \$100). It was also noted that the cost for brining has risen and the Clerk will contact Mid-Michigan Chloride for an explanation.
8. **Unfinished Business:**
 - A. **Maintenance List – (Thanks Jim, Thanks Chaffee)** – The Board acknowledged the good work done by Jim and Chaffee. The door is the one major problem left on the list as it does not close completely, allowing insects and weather in, and is very difficult to latch making locking up a constant challenge. Supervisor Maike said she will bring it to Jim's attention. (Supervisor Maike will also bring the leaking hot water heater to Jim's attention as this was pointed out after the meeting).
 - B. **Responsibility for Border Roads** – Information from the Road Commission was shared with the Board members. It was briefly discussed. We may consider sharing some expense for brining Pine Avenue with Big Prairie Township next year as many of our residents also benefit. Tabled until next season.
 - C. **Hall Rental Agreement Update** – Tabled until the Treasurer returns.

D. Strip/Seal Floors - tabled

9. New Business:

- A. Web Site** – Jim Maike will be asked to unpublish the site until all information is current.
- B. Payroll Check Deadline** – Issuing early payroll checks creates an opportunity for mistakes with tax/payroll reporting. Clerk Chaffee made the motion to implement an Everett Township Payroll Check Policy which will state “There will be no early payroll checks issued. Regular payroll is issued on the date of the monthly township board meeting which is currently the third Tuesday of each month. Only those vouchers submitted by the Friday prior to the regular Board meeting will be paid during that month – any submitted after that Friday will be paid with the following month’s checks.” Support by Trustee Long. Ayes all. Motion passed.

10. Officer’s Reports

- a. Zoning Official/Planning Co/ZBA** – New ZBA members were appointed at a Special Meeting on August 15th – They are Curt Chaffee, Roger Smith, and Ron Larson. There will be an hour long training provided by Ryan Coffey on September 5th at 7 pm for the new ZBA, any members of the Planning Commission, and the Zoning Administrator (per diems will be paid). Any Board members are welcome to attend but will not be paid for attending. The Clerk will extend an invitation to neighboring townships to send anyone from their jurisdictions that may want to attend. The Planning Commission has been through the final page by page review of the Zoning Ordinance and identified some minor corrections to be made before publication.
- b. County Commissioner** – not in attendance and missed.
- c. Transfer Station** – Attendant Jeffrey Craigmyle gave an update. The Board agreed that Mr Breinling may continue to drop off trash that he has collected from along the Township roadsides without charge.
- d. Supervisor** – Supervisor Maike presented the Board with updates on the seminars that she has attended (Taxation/Assessing and Cemetery Regulations). She said one of the things she learned was that an ordinance is enforceable but rules/regulations are not.
- e. Clerk** – no news.
- f. Treasurer** – absent – nothing from Deputy Turco.
- g. Trustees** – Trustee Long updated everyone on the Fire Board.

11. Public Comment: none

12. Adjournment: Supervisor Maike moved to adjourn at 2:20 pm with support by Clerk Chaffee. Ayes all. So moved.

The next meeting will be September 18 at 1 pm.

August 30, 2018, by Clerk Pam Chaffee