

Township of Lake

Huron County, Michigan

March 25, 2013

Supervisor McCallum called the meeting of the Lake Township Board to order at 7:00 P.M. Pledge of allegiance. Roll call. Kelterborn, McCallum, Hartsell and Fischer present, Johnson absent, with approximately 14 guests.

Agenda: McCallum requested the following additions to the agenda:

Additions to the agenda under Correspondence:

- One (1) letter from the Township Attorney on Zoning Amendments
- Agreement for Ambulance Service
- Resume for Hall Cleaning
- Tuscola Recycling Service Proposal

Additions to the agenda under Old Business:

- Hall Cleaning

Additions to the agenda under New Business:

- Recording Secretary

Motion by Kelterborn to approve the agenda with additions, seconded by Fischer. Motion carried – all ayes.

(Public Hearing on Proposed Budget for fiscal year 2013-14 opened at 7:05 p.m.)

Q&A on the Old and New Proposed Budget.

Current figures for 2012-13 are still projected, since no audit has taken place yet. Headlee Rollback only comes into effect subject to the 2013 increase in taxable value for the 2013 tax levy. The rollback and millage levy is set by October.

Transfer station expenses have risen rapidly within the last few years, with the largest part of the increase being for the dumpster due to increases in landfill rates and fuel costs. Modest increase in Transfer Station charges needs to be addressed. Increases, if approved by the Board, will be effective by April 1, 2013. Currently, we are taking metal at no charge except a \$20.00 charge for refrigerators, due to the Freon collection costs. D & W pulled out their metal collection dumpster. The amount collected being too small for D & W. Hartsell wanted D & W contacted to see if we can get the dumpster back for the summer.

Change to the proposed budget for Transfer Station Recycling: recycling fees should be \$2,340.00.

The increase in the Total Proposed Expenses is due primarily to three major expenditures: a new drain at large (\$36,000), Public Safety (\$10,000 for Police Services) and necessary software upgrades (\$11,000).

There are no plans to repave Champagne road this fiscal year, but the condition of the road is being monitored.

Library service is only \$1,500.00, because the library gets our penal fines.

Contingency fund of \$5,000.00 is proposed again this year to make up for any potential short falls.

CAFPA Budget

CAFPA Representative, Len Pilato, reported that the general financial health of the fire department is good. No monies are owed. New air packs have been purchased and are in the process of being replaced. The old ones could no longer be certified. Personnel are up to date in equipment use and are in ongoing training. Manpower is at 26 individuals. One retired due to poor health and was not replaced. Training attendance remains good.

The budget is under control and the department has stayed within the .6000 millage levy, while continuing to upgrade uniforms and adding an extra room to the station for storage purposes.

A \$417,638.00 fund balance is split between 4 CD's, and a checking account which currently has a balance of \$140,000.00.

The only major expense scheduled for the coming year is the purchase of a ladder truck. A ladder truck is becoming necessary as more buildings have metal roofs. There is no way to cut a hole in the roof and water just rolls off. The ladder truck currently under consideration is used. While it has a 75 foot ladder, it is small enough to maneuver the rural roads and driveways in the area and has an excellent holding capacity. This is very important, because most places are not near a hydrant so the truck has to have a sizeable pumping capacity. A new equivalent truck would cost approx. \$600,000.00. The department hopes to purchase the truck for a reasonable amount.

The purchase of the truck may or may not affect home insurance rates, because fireplaces and proximity to a hydrant are two major factors in our area.

In addition to their primary duties, the department has an outreach program to the local schools. The children are instructed in fire safety and get to know their local firemen and the range of duties they perform.

Some other things on the department's agenda are the upcoming pancake breakfast, holding the blood drive, and possibly checking fire extinguishers.

(Public hearing on the proposed budget closed at 7:40 p.m.)

Bill Bittner and Rhonda Jennings were in attendance from Elkton Ambulance. The Board discussed the 2013-14 contract with Elkton Ambulance Service. Bill is no longer coordinator, that slot is currently filled by Adam Csyani. Csyani has helped Bill with coordinating for a few years along with his duties as a medical first responder. Bill addressed some rumors about a recent run in Lake Township. State protocol demands Echo runs for calls classified as Code 1 or Code 2. For these calls Bad Axe sends out an EMS unit to meet with Elkton Ambulance. Personnel can cancel an Echo run once they are on site. Clients are billed for only one run, not for two as rumored. The same is true when, for example, Elkton calls Kinde. Kinde has an Automatic Compression Unit which can give CPR at consistent intervals indefinitely. Echo units are typically not called within five minutes from a hospital.

Typical response times can vary from one to 14 minutes depending on whether the unit is in route. First responders typically are there within 3-4 minutes.

There are two types of charges, resident and non-resident. The fee changes when the run is for a non-resident. Currently the resident fee is approximately \$450.00 possibly with a mileage charge. Bill was less certain about the non-resident rates for a run. For fire and accident rescue permanent address is used to determine non-residency. In the case of a fire, the registered taxpayer does not pay.

Approval of Minutes of 2/25/2013 Meeting: McCallum asked if everyone read the minutes and if there were any corrections to the minutes of February 25th. **Motion by Hartsell to accept the minutes of February 25, 2013, seconded by Kelterborn.** Motion Carried – all ayes.

Supervisor's Report - McCallum met with Len Pilato and Russ Mangiapane about the fire department. Attorney has copy of the inter-local agreement. Next week McCallum will set up a meeting with Larry Degg of Caseville Township. Board of review met. About 30 petitions in all were heard.

Treasurer's Report – Fischer's report submitted. All tax payments should be in by May. Unable to predict delinquency rate at this point. The rate in the past has not been too bad.

Clerk's Report – None.

Trustee's Report – Hartsell had nothing for the Trustees' report. Kelterborn said that since there was still frost on the roads it was too early to say what roads would need stone but had talked to the Road Commission to get their opinion about what roads needed stone. They thought Sand Road (part of section 15), Dufty Road and possibly a few more that hadn't had stone in the last few years.

Correspondence:

McCallum stated that the Planning Commission minutes will be available at the office for anyone who wants a copy as the township is unable to put them on the web in the format provided.

Township currently uses Diva Disposal for recycling. Tuscola Recycling takes a greater variety of items but the cost without using volunteers would be higher than what we are currently paying.

Letter from Township Attorney suggested changes to the deck ordinance in an effort to “clarify and streamline” the deck ordinance.

Two bids for hall cleaning were received. Only one person could be contacted prior to the meeting. Brenda Love was interviewed, her references checked.

No petitions.

Public Comments:

Russ Mangiapane asked that the Township take a look at James Road for stone this year.

Jerry Pobanz brought in a copy of Port Austin Fireworks Ordinance and asked the Board to look at the issue.

Lou Colletta addressed the Transfer Station fee increase requesting the Board not to increase fees inasmuch as this is a service they can provide to the residents.

Old Business:

Recycling: Diva will continue to do our recycling \$195.00 per month single stream. Thumb Industries provides a trailer at no cost for cardboard and other paper products. They use the paper products for their biomass fuel pellet program. Tuscola Recycling proposes \$285.00 per month providing two employees to collect one Saturday per month. Tuscola would take more types of items but recyclables would have to be sorted. **Motion to stay with Diva Disposal by Hartsell, seconded by Kelterborn.** Motion Carried –all ayes.

Township Credit Card: McCallum suggested the Township do away with credit cards due to issues that recently came to light when the Deputy Clerk attempted to contact the credit card company regarding late fee and interest charges. The Deputy Clerk was told she was not authorized on the account, only McCallum and her former Deputy Clerk. Clerk Johnson, who has been issued her own separate card, was not authorized either. McCallum discussed this with the Township Auditor. He said a number of

townships do not have credit cards and we might best follow their example. This is not the first time that the township has had problems with the bank in regards to credit cards and McCallum suggested that the Township do without credit cards. **Hartsell motioned to table the credit card, seconded by Fischer. Roll call vote: Hartsell, Kelterborn, Fischer ayes, McCallum nay. Motion carried.**

Budget 2012-13 Amendments: McCallum recommended the following budget transfers for the 2012-13 Budget:

\$500.00 out of Extra Office to Board of Review Salary
 \$1,500.00 from Office Equipment to Maintenance (Inside/Out)
 \$3,100.00 from General Fund to Drain at Large

Motion by Kelterborn to make recommended amendments to the 2012-2013 budget, seconded by Hartsell. Motion carried –all ayes.

Kelterborn asked if the credit card policies were too loose, and while the cards were convenient, possibly we could take only one card. Kelterborn expressed concern that the auditor is concerned and suggested that possibly we could come up with some kind of voucher system. Originally one person was responsible for the credit cards, usually the clerk, because the clerk pays the bills. That person was supposed to authorize expenditures. Fischer got the credit card for MTA functions and when Mary attempted to use the card she couldn't so a second card was issued in the name of Mary Johnson. The problem is that a card has to be issued to an individual. Hartsell agreed there was a potential problem and possibly the township could cancel the second card and only have one. Hartsell said he would check around with other townships and see what their policy was.

Transfer Station Fees: Costs are rising. It would be good if we could do what Mr. Colletta wants but the fees are constantly going up. In the past the Township has attempted to keep a 50/50 balance so the Township is giving something back. In the past three years dumpster rentals are up over 50%. Fuel prices are staying high. As long as people want to keep using the facilities, we have to keep up the Transfer Station. Pick up load fees were discussed. Township should look into getting the metal scrap trailer for possible offset revenue. **Motion by Kelterborn to adopt suggested fee schedule from Dave Ferris increasing bags up to 21 gallons to \$2.00, up to 33 gallons to \$3.00 and commercial to \$4.00.** Motion seconded by Hartsell and carried - all ayes. Fee change will take effect on April 1, 2013.

BS&A Software proposal: Kelterborn advised the Board that BSA will offer a group discount of 10% if a group of townships upgraded to the BSA.net (assessing software). The \$11,990.00 price includes \$1,800.00 for software set-up. It's a major purchase for the township but the software is a good investment and we'll get more value for the dollar the longer we

own it. **Motion by Kelterborn to upgrade to the BS&A.net, seconded by Hartsell.** Motion carried –all ayes.

Hall Cleaning: Brenda Love came to the hall and looked it over. The first cleaning will take longer and after that she may be able to do it in 2 hours. Kelterborn checked her references. Customer's were very happy with her performance. She's charging \$20.00 per hour. **Motion by Kelterborn to hire Brenda Love, seconded by McCallum.** Motion carried – all ayes.

New Business:

Budget 2013-14: Kelterborn expressed concern about the total amount of the budget but acknowledged that the budget contains some high cost items such as the new drain at large (\$36,000), BS&A.net software (\$11,990) and Public Safety (\$10,000). Kelterborn felt that with such large expenditures the board should look how it can cut in other areas to reduce the over expenditure amount and suggested that one possible area is to consider what our goals are and in contemplating a new master plan, we should solicit and have some planners come to the Township and meet with us about our goals. Hartsell asked how often the plan should be updated. Kelterborn said the last plan was for 20 years with an update every five years. We are behind schedule right now. If something did come up we have a good fund balance. Once we get a good plan we could start budgeting for it. Right now we could talk to more consultants and in the meantime reduce the budget of the Planning Commission from \$11,000 to \$2,500 for consultants. Paul Golsch stated that we did need to update based on the new census figures. The \$8,500 reduction for PC and raising recycling by \$200.00 brings total expenses to \$308,125.00. **Kelterborn offered Resolution 2013 – 02, 2013-2014 General Appropriations Act, supported by Dale Hartsell.** Resolution adopted, four ayes, one absent.

Resolution 2013-03, Township Auditor, offered by Kelterborn, supported by Fischer Resolution adopted - four ayes.

Resolution 2013–04, Township Attorney, offered by Kelterborn, supported by McCallum. Resolution adopted – three ayes, Fischer nay.

Resolution 2013–05, Township Depository, offered by Kelterborn, supported by Hartsell. Resolution adopted - 4 ayes.

Resolution 2013–06, Township Publication Media, offered by Kelterborn, supported by Hartsell. Resolution adopted - 4 ay

Resolution 2013–07, Tax Collection Administration Fee, offered by Hartsell, supported by Kelterborn. Resolution adopted - 4 ayes.

Resolution 2013–08, Township Board Meeting Schedule offered by Fischer, supported by Hartsell. Resolution adopted - 4 ayes.

Resolution 2013–09, Planning Commission 2013-14 Meeting Scheduled, offered by McCallum, supported by Kelterborn Resolution adopted - 4 ayes.

Resolution 2013–10, CAPFA Millage Levy, offered by Kelterborn, supported by Fischer. Resolution adopted - 4 ayes.

Resolution 2013–11, Lake Township Millage Levy, offered by Kelterborn, supported by Hartsell. Resolution adopted - 4 ayes.

Elkton Ambulance service contract: No change in fees. Motion by Hartsell to approve contract with Elkton Ambulance, seconded by Kelterborn.. Motion carried – Fischer opposed.

Township tax collection and Investment Policy: McCallum suggested Fischer look into a money market account with Team One since interest rates are usually higher than CD's.

Brush spraying/Road Work: Kelterborn thought the Road Commission could use more manual cutting. Road work needs tabled until weather improves.

Policy on posting minutes to the website: Motion by Kelterborn to have attorney draw up a policy, seconded by McCallum. Motioned carried –all ayes.

Recording Secretary/Extra Office/Office Hours: McCallum suggested alternate office hours of Monday and Friday from 8:30 to 5:00, closed for lunch from 12:00 to 1:00 and Wednesdays open from 8:30 to 1:00 P.M., office closed on Tuesdays and Thursdays. McCallum felt the Monday and Friday schedule would accommodate week-enders. Hartsell said he preferred the current five day schedule. Hartsell suggested we keep the hours as they are and advertise for a secretary. **Motion by Kelterborn to advertise for a secretary. Hartsell seconded.** Motion carried – all ayes.

Petty cash: McCallum advised Board that petty cash had a shortfall and without one person consistently being in the office to monitor it, recommended eliminating petty cash. Kelterborn motioned to eliminate petty cash, seconded by Hartsell. Motion carried – all ayes.

Public Comments:

Paul Golsch said the problem with the planning commission minutes is because the planning commission has no one who can convert an Open Office file into PDF file.

One resident would like the defibrillator back in the area. Township bought them and where are they.

Question on where to take household batteries for recycling. Radio Shack and the State Park were mentioned.

A guest from Meade Township wanted to know what the townships along the lake are doing about the Flint water line and what concerns they have for the water levels. Board will check with John Nugent and Terry Brown.

Payment of Bills: Motion by Kelterborn to approve payment of March bills, seconded by Fischer. Motion carried - all ayes.

Motion by McCallum to adjourn, seconded by Kelterborn. Motion carried – all ayes.

Meeting adjourned at 9:25 P.M.

Nell Jacniacki, Deputy Clerk