

# Township of Lake

Huron County, Michigan

April 5, 2013

Special Meeting

Supervisor McCallum called the meeting of the Lake Township Special Board Meeting to order at 9:00 A.M.. Pledge of allegiance. Roll call, Kelterborn, Johnson, McCallum, Hartsell present. Fischer absent, with approximately 13 guests.

McCallum stated that the special meeting was called for the reason that we had an issue with the township receiving mail in a timely fashion. The prior administration had authorized the Treasurer to pick up the mail and mail was delivered to the Chairman of the Zoning Board of Appeals on Tuesday after it was picked up and the same mail to the clerk was not received in the Township offices until Thursday. We also had mail that was time sensitive, had been mailed from Lansing dated the 28<sup>th</sup> and postmarked the 29<sup>th</sup> ( of March) with a ten day response time which would be Sunday, April 7<sup>th</sup>. In light of this, Mary checked with the MTA on the Clerk's duties which are to handle the Township mail. Mary had provided copies of her correspondence form the MTA.

## PUBLIC COMMENTS

Bushey commented that the mail came from the Circuit Court and he received it in the mail on Saturday.

McCallum replied that all mail should go through the Township Clerk no matter who it is addressed to and then the Clerk will deliver it to the addressee rather than the Treasurer doing so. McCallum recommended that the Township Clerk or her Deputy pick up the mail and distribute it as provided by law. In order for the Township to function, the Clerk has the recordkeeping duties.

Johnson commented that the person she contacted at the MTA suggested that Fischer put a mailbox at her home since she works out of her home just for tax use.

Hartsell asked about tax payments. McCallum suggested that the Treasurer could check with the bank to see if they are willing to accept tax payments.

Hartsell stated that the mail should be picked up by the Clerk, stamped and placed in the addressee's box and notify the person that they have mail.

**Motion by Hartsell for the Clerk and Deputy Clerk to pick up the mail and stamp it received, put in addressee's box and notify addressee of its arrival the same day**, seconded by Kelterborn. Motion carried – all ayes.

McCallum also stated that the Post Office box key in the possession of the Treasurer should be turned over to the Clerk. **Motion by Kelterborn to have Fischer turn over Post Office Box Key to the Lake Township Clerk**, seconded by Hartsell. Motion carried – all ayes.

#### PUBLIC COMMENTS

Ron Krzeminski asked if Dorothy Fischer is the only official that works out of her home.

Jeannie Henry asked about Dorothy's mileage compensation. McCallum stated that Dorothy still has her bank mileage. Jeannie also commented on having a mailbox for her taxes would not be a very secure way to have the taxes come to her house.

Kelterborn asked how many days would mail pickup need to be done. McCallum suggested at least Monday, Wednesday and Friday because that is when the Zoning Administrator and the Building Inspector are in the Hall. Colletta stated that for tax reasons mail should be picked up every day due to tax receipts. McCallum recommended during tax season and elections pickup would be daily.

Krzeminski asked what was wrong with the mail being delivered to the Township Hall. McCallum stated the Post Office required the mail box be located on the other side of the street and there was concern about its security and safety. Kelterborn suggested asking the postal service if we could have one close to the hall. **Motion by Kelterborn to make a formal request to the Post Office to see if the Township could have a mail box at the Township Hall close to the building**, seconded by Hartsell, Motion carried – all ayes.

Bushey made a comment that he called Attorney Garner about a question and Mr. Garner mailed a letter to the Hall and when Mr. Bushey received his mail from the Hall it was opened. McCallum replied the Clerk opens the mail and distributes it to the person and maintains a copy for record keeping.

Colletta asked how serious the letter from the court was. McCallum stated that it was a formality from the court, that the required documents were filed and the show cause cancelled. No ZBA members need to appear in court.

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

Meeting adjourned at 9:21 A.M.

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Mary E. Johnson, Clerk