

**LAKE TOWNSHIP, HURON COUNTY**  
**Special Board Meeting**  
January 10, 2014

Meeting was called to order by Supervisor, Valerie McCallum, at 1 P.M. Pledge of allegiance was recited. Board members in attendance: Valerie McCallum, Clay Kelterborn, Dorothy Fischer, Dale Hartsell, and Claren Russell. Guests in attendance: 3.

**Agenda:** Russell requested to add discussion of Burnham & Flower Insurance bill, and McCallum requested to address connecting new copy/printer machine to office computers. Kelterborn motioned to approve agenda with the addition of the two items afore mentioned. Seconded by Hartsell. All in favor. Motion carried.

**NEW BUSINESS:**

**Zoning Administrator:** Mark Treder has resigned as of the end of Dec., 2013, contrary to his original notice of resignation as of February, 2014. He has agreed to represent Lake Township at an ongoing litigation with a current court date of January 17, 2014, but will not continue with office hours nor the business of Zoning Administrator. We have an ad to hire a Zoning Administrator with a dead line of January 17, 2014, and have already interviewed one person who has applied for the job. In order to cover the position during the interim of hiring, Building Inspector spoke to the clerk and stated he could cover for the few weeks needed since his position is slow this time of year. Kelterborn made a motion to appoint Tory Geilhart, Building Inspector, to cover Zoning Ad. job until the hiring of a permanent Zoning Administrator at our January Board Meeting. Seconded by Hartsell. All in favor. Motion carried. Kelterborn questioned what would we do for wage compensation? Geilhart had covered for two months the last time and was paid \$500 per month. This time would be only for few weeks. Suggestions included paying a percentage of site plans processed during this temporary period, paying a percentage of each site plan processed, or paying an hourly wage when working strictly in a Zoning Administrator capacity. Since Tory is already an employee, and not busy in his Building position at this time of year, there could be the possibility of not needing extra time. Motion was made by Kelterborn, seconded by Hartsell, to evaluate Building Inspector's compensation retroactively at our regular January Board meeting. Regarding training of the new Zoning Administrator, a previous Zoning Administrator's name, Arnie Russell, had been suggested as a possible temporary appointment to work with the new hire and get them acquainted with procedures. That will also be discussed at the regular Board meeting in January.

**January Board Meeting Date:** The regular meeting of the Board would normally be January 20<sup>th</sup>, but two of the Board members (McCallum and Russell) will be out of town on personal business. It was suggested that we move the date one week forward (January 27<sup>th</sup>) to facilitate a full Board attendance. Treasurer stated she would be going out of town to the MTA Convention on the 28<sup>th</sup> of January and would prefer approving bills, and regular employee checks by the normal third Monday of the month (January 20, 2014). The clerk has made out the bills for this month and the paychecks. We could approve them today, and disperse them on the 20<sup>th</sup> of January as usual. The regular business of the Board could still be addressed on January 27, 2014. Kelterborn motioned to move the regular January Board Meeting to January 27, 2014, still at 6:30 P.M., and notify residents by local radio, list serv, and the Lake Township website, and to approve the bills and employee paychecks today. Seconded by Fischer. All in favor. Motion carried.

**Burnham & Flower Insurance:** Current billing cites two additional choices to consider for our property

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and casualty annual insurance. First offered is law enforcement liability for 1 part time officer at the cost of \$320 per year. Hartsell stated we have contracted our part time officer from the Sheriff Department and it is covered through their agency. There should be no need for this addition. The second offer is Accident, Death and Disability for each elected official (5 members) to be available if injured or killed while enacting Township work. All five Board members felt this was not necessary. Motion by Hartsell to renew the policy without the two previous mentioned options at the rate of \$3,348 annually. Seconded by Kelterborn. All in favor. Motion carried.

**Payment of Bills:** List of bills was presented. McCallum suggested the Board take a copy of the 2013 Road Commission bill of \$148,409.66 for inspection, and discussion at the Regular January meeting. Copies were passed out. McCallum moved to pay the bills as presented, including the Burnham & Flower Insurance invoice. Seconded by Hartsell. All in favor. Motion carried.

**Frequently Asked Questions:** Russell noted several people have suggested that extra meetings are costing the Township extra money. Since the Board members' wages are salaried, and not paid per meeting, it was suggested that it be posted on our website under a new column called "Frequently Asked Questions" to inform residents. Website master, Lou Colletta, agreed to make space on the Lake Township website and we will forward an article.

**Connecting the new copy machine:** The question of connecting our new copy/printer machine to the office computers was brought up by McCallum. In the past this type of service has been at least \$60 per hour, whereas her son, Ryan, is skilled in computer wiring, and could do it for much less than that. Motion by Russell to hire Ryan Lefief to connect office computers to the Konica Minolta copy/printer machine at \$20 per hour, and the Township will pay for the materials separately. Seconded by Kelterborn. All in favor. Motion carried.

**Public Comments:** Lou Colletta had two questions. Is the Planning Commission still having their meeting this month? Yes, it will be Jan. 22<sup>nd</sup>, 2014 as regularly scheduled. Secondly, what is going to be done with the old copy machine? It was decided by the Board to ask for sealed bids with a minimum \$200 opening bid. Last day to accept bids will be the Board meeting of February 17, 2014, at 6:30 P.M. It was agreed to advertise it "as is" and able to be seen at the Township Hall. Postings will be at the website, The View Newspaper, our list serve, and on the Township door. McCallum stated the previous Zoning Administrator has been advised to return the Township lap computer, camera, and any other equipment that belongs to the Township.

Fischer has questioned what is going on with the Suri tax appeal? Per McCallum, it is scheduled to be reviewed by the Tax Tribunal this year and she is working with Sharon Frischman, our consultant.

Kelterborn asked whether workshops will be set in February to establish our new budget for 2014. McCallum advised that a budget worksheet will be given to board members and then the draft budget will be prepared by the board at the February meeting. There being no further business, Hartsell motioned to adjourn. Kelterborn seconded the motion. All in favor. Motion carried and meeting adjourned at 1:40 P.M.

Respectfully submitted,

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Claren Russell, Clerk

