

**LAKE TOWNSHIP, HURON COUNTY**  
**4988 W. Kinde Rd., Caseville, Mi.**  
**REGULAR BOARD MEETING & BUDGET HEARING**  
**MAR. 30<sup>TH</sup>, 2015**

Meeting was called to order at 6:30 P.M. Those in attendance were V. McCallum, D. Fischer, C. Kelterborn, D. Hartsell, C. Russell. Three guests were also in attendance. Pledge of Allegiance was recited.

**Approval of Meeting Agenda:** Correspondence from the Planning Commission was received today and will be added to the Agenda. The Garage Sale Ordinance will be postponed to the April Meeting because we are waiting for approval from the Township attorney. Motioned by Kelterborn and supported by Hartsell to approve the Agenda as amended. All in favor, motion carried.

**Open Public Hearing on 2015-2016 Fiscal Year Budget-** Reviewed the current proposed budget. Called for any questions or comments on the budget-none offered. McCallum checked with the auditor regarding the capital improvements line item in the budget versus a capital improvements fund. As explained by the auditor, for their purposes when preparing the township's audit, the capital improvements fund is part of the general fund, not broken out as a separate fund similar to the Road Fund. However, the township can have a capital improvement fund for the township's purposes as a separate fund or account. Questions came from the Board as to whether we want to invest through a CD or money market. Kelterborn suggested the monies need to be accessible in case we have a need at any time. It was discussed that it could be put into a money market in the township's Team One account. Another note: McCallum stated that the Planning Commission could be involved in creating an annual Capital Improvement Plan. That would be at the request of the Township Board. In other business, D. Fischer suggested we consider increasing the Pt. Austin Library fee next year. It was agreed to review it next year. Other business, McCallum suggested we look at the Construction Board of Appeals at the April meeting and, although we have not needed to use them yet, we should set fees and wages for that Board. Regarding the CAFPA Budget, it was asked of their representative, Len Pilato, to have a line item breakdown of the Fire Department's budget. He will bring it to the next Board Meeting in April. Township Road Fund was reviewed. Blake and Osbourne Roads will need to be resurfaced in the near future. Funds need to be set aside to possibly do next year.

**Close Public Hearing:** There being no further comments, Hartsell motioned to close the Public Hearing. Supported by Kelterborn, all in favor, motion carried.

**Approval of February 16, 2015 and March 16, 2015 meeting minutes:** Kelterborn made the motion to accept the February 16<sup>th</sup> and March 16<sup>th</sup>, 2015 minutes. Seconded by Hartsell, all in favor, motion carried.

**Reports from Board Officers:**

**Supervisor:** The Board of Review meetings are done. All went well.

**Treasurer:** Report is in the packets. All the taxes are done, except there is one NSF check for over \$1000 which she is attempting to collect.

**Clerk:** Nothing to report.

**Trustees: Hartsell** – Has not had a Safety Committee Meeting yet but hopes to have one by the next Board Meeting in April.

**Kelterborn** – Nothing to report.

**Correspondence:**

**CAFPA Minutes:** Board reviewed the minutes submitted by Len Pilato. Kelterborn Asked if there had been many bids for the new roof at the fire department. Pilato stated four. He also noted a change has occurred with the CAFPA Board members as Jerry Platko has been replaced by Lori Horkey, and another replacement on the Board may be coming soon. Also, in April they will be having elections for their Board officers again.

**Zoning Administrator's Report:** McCallum noted that Zoning Administrator Tory Geilhart's report states he has been working on revisions of some ordinances. Planning Commission Chairperson, Jerry Pobanz, states he has not seen anything and that Geilhart had been working with the office Secretary, Kim Simpson but she has been on vacation. It was noted that Geilhart was not at the last P.C. meeting. It is part of the job description so McCallum will discuss it with him.

**Building Inspector's Report:** Reviewed and accepted.

**Planning Commission Minutes, 2015-16 Meeting Schedule, and Annual Report:**

Question asked if the Lighting Ordinance is ready for consideration. It will be referred to our April Board meeting.

Lawn Maintenance Proposal from Paul Santhany: \$37.50 for the Hall area, and \$27.50 for the west lawn, and will charge \$10/hour for the flower bed and the painting of the fence with seed and paint to be provided by him at no extra cost.

DTE Service Proposal/Transfer Station: The cost for electrical service would be \$5900 which would include two poles and a transformer. It does not include the meter and the service box. That would cost approximately another \$1000. The propane heater that was provided this winter is working well so far.

Blake & Osborne Road Maintenance Proposal: Correspondence from Road Commission passed around for reviewing of estimate of Blake & Osborne Drive resurfacing.

Huron County Planning Commission Agenda: Received the Agenda today and it reflects the rezoning issue our Planning Commission has sent for consideration. We will review the results at our April Board meeting.

**Petitions/Public Comments:**

Lou Colletta had two questions: Could he get a copy of the Final Budget that will be adopted tonight for the website? Yes. Secondly, does the Board still want to advertise two monitors for sale on the website? Yes. Hartsell asked if the Board would accept \$10 for one monitor? After a short discussion, motion was made by Dorothy Fischer to accept \$10 bid for one monitor. It was supported by Kelterborn. All in favor with Hartsell abstaining. Motion carried.

**Old Business:**

**2014-15 Budget Review/Amendments-** Board of Review over in Supplies. We will be reimbursed eventually for Training Manuals. In the meantime, add \$150 to Supplies to cover Clemco Printing, and \$100 to publications which are over budget due to late billing from 2013-14 (paid in new fiscal year 2014-15). Add \$400 to Ins./Bonds, and add \$4000 to Transfer Station-Dumpster, for 2 more billings due from Waste Mgt. before closing their account. Employee Pension contribution needs \$1200. Transfer from Payroll Taxes to Pension \$1000 and transfer the balance (\$4850) from Contingency. Motion made to implement amendments as stated per Kelterborn and seconded by Fischer. All in favor, motion carried.

**DTE Service Proposal for Transfer Station-** Short discussion concluded with motion by Hartsell to continue using propane for heat with a second by Fischer. All in favor, motion carried.

**Garage Sale Ordinance** -Tabled until the April Meeting.

**New Business:**

**Annual Resolutions –**

**Resolution 2015-5 General Appropriations Act/ 2015-16** - Budget reviewed. Kelterborn proposed to adopt resolution. Supported by Fischer. Roll call vote- Aye: Fischer, Kelterborn, McCallum, Hartsell, Russell. Resolution 2015-5 adopted.

**Attorney-** McCallum wants to check on possible alternatives for this position and bring to the Board April meeting. Agreed.

**Auditor-**Berthuiame is the Township auditor through this year. However, we will need a new proposal in order to continue with them. We will contact them for a new proposal.

**Resolution 2015-6 Township Banking and Depository–** Agreed to retain Independent Bank, Thumb National Bank and Team One Credit Union. Resolution 2015-6 offered by Hartsell and seconded by Kelterborn. Roll call vote: Ayes- Hartsell, McCallum, Kelterborn, Fischer, Russell. Resolution adopted.

**Resolution 2015-7 Tax Collection Administration Fee–** Resolution offered by Kelterborn and supported by Hartsell to collect 1% fee for the 2015 summer and winter taxes. Roll call vote: McCallum, Hartsell, Kelterborn, Fischer, Russell. Resolution 2015-7 adopted.

**Resolution 2015-8 CAFPA Millage Fee** set at .60000 mills for the 2015-2016 tax period. Resolution offered by Hartsell, and seconded by Kelterborn. Roll call vote: Ayes-Hartsell, McCallum, Fischer, Kelterborn, Russell. Resolution adopted.

**Resolution 2015-9 Lake Township Millage Levy –**The Township levy of .9251 and 1.5 mills of extra voted millage both subject to the Headlee Rollback. Resolution offered by Kelterborn and seconded by Fischer. Roll call vote: Ayes-Kelterborn, Fischer, Hartsell, McCallum, Russell. Resolution adopted.

**Resolution 2015-10 Schedule of the Township Board Meeting 2015-2016** was presented as follows–

The third Monday of the month for April through November at 7:30 P.M.

The third Monday of the month for December through February at 6:30 P.M.

The last Monday of the month of March at 6:30 P.M.

Resolution offered by Hartsell and seconded by Fischer. Roll call vote: Ayes, Hartsell, Kelterborn, Fischer, Russell, McCallum. Resolution 2015-11 adopted.

**Resolution 2015-11 - Planning Commission Meeting Schedule 2015-2016** was presented as follows:

January through October will be the fourth Wednesday of the month.

November and December will be the third Wednesday of the month.

Meeting times are as follows:

March – October .....7 P.M.

November-February..... 6 P.M.

Resolution 2015-11 offered by McCallum, supported by Kelterborn. Roll call vote: Ayes- McCallum, Kelterborn, Fischer, Hartsell, Russell. Resolution adopted.

**Resolution 2015-12 - Secretarial Benefits** would allow 20 hours per year paid personal time for Secretarial position after first year employment is completed. Personal paid time is not to be accrued beyond each fiscal year. Resolution offered by Kelterborn, and seconded by Hartsell. Roll call vote: Ayes, McCallum, Russell, Kelterborn, Hartsell, Fischer. Resolution adopted.

**Ambulance Contract-** Elkton Ambulance contract fee for the 2015-2016 year is the same rate as current year, \$3,420. Kelterborn motioned to approve Elkton Ambulance Contract for the 2015-2016 year, seconded by Fischer. All in favor, motion carried.

**Yard Maintenance-**Motion made by Hartsell to hire Paul Santhany for Township Hall yard maintenance, seconded by Kelterborn. All in favor, motion carried.

**Planning Commission Annual Report -** Motion made by Hartsell to accept the annual report from the Planning Commission, seconded by Kelterborn. All in favor, motion carried.

**Job Descriptions-** Kelterborn asked about Job Descriptions. McCallum would like to develop a policy and procedure manual that would contain job descriptions for all positions.

**Frontier Phone Service-**Russell stated the current contract with Frontier Telephone Service is expiring. We have currently been paying around \$117 -

119.00 plus tax for office service. We have a new offer with same benefits at the cost of \$74.95 plus tax per month and the contract can be for 1, 2, or 3 years. Kelterborn queried if that could be packaged with an internet service. We are currently paying \$576 yearly through Air Advantage. Russell agreed to check with the company. In the meantime, if there isn't any internet service Hartsell motioned to accept the \$74.95/month telephone service for 2 years, seconded by Kelterborn. All in favor, motion carried. If a better proposal is offered with internet service, Russell will bring the offer to the April Meeting.

**Variance Handout** - Our lawyer has returned the ZBA Variance handout that we had approved pending his review. He suggests that we consider including this information in the ZBA zoning ordinances also to avoid being challenged in court about the requirements. He had made a few language changes but basically approved the handout. Russell voiced the purpose of the handout is to be clear, both for the resident, and the ZBA, as to the purpose of the variance. Kelterborn agreed. McCallum will have the final draft copied so we can begin using the ZBA Handout immediately, and also have copies for the April Board Meeting available.

**Payment of the bills:** Russell had two additions to the bills- Huron Co. Treasurer for printing of the winter taxes for \$522.71 and reimbursement to Ferris for propane at \$15.28. Motion made by Kelterborn and seconded by Hartsell. All in favor, motion carried.

**Public Comments:** None.

**Adjournment:** Motion by Kelterborn, supported by Hartsell, to adjourn the meeting. All in favor, meeting adjourned at 7:55 P.M.

Respectfully submitted,

Claren Russell