

**Lake Township, Huron County
Board of Trustees Meeting
November 15, 2021**

Meeting was held at the
Caseville Area Fire Protection Hall
6833 Main St, Caseville, MI

Call to Order @ 7:30 P.M.

Present - Valerie McCallum, Nicole Collins, Clay Kelterborn, Dale Hartsell, James Deming

Approval of agenda – Motion by Kelterborn, supported by Hartsell to approve agenda with the following addition; Add webmaster compensation to New Business. All in favor, motion carried.

Approval of October 18, 2021 BOT Minutes – Motion by Hartsell, supported by Collins, to approve October 18, 2021 minutes as presented. All in favor, motion carried.

Reports – Supervisor – Acquiring new traffic signage for Van Road and the surrounding neighborhood is in progress.

Clear vision concerns are being addressed on Van Road. As per Public Act 368, circa 1925, any obstruction on the right of way of a public road is not allowed. A motion was offered by Hartsell, supported by Kelterborn, to have the township attorney send correspondence to property owner in question addressing the concern. All in favor, motion carried.

Treasurer – As submitted

Clerk – Notary paperwork to state to be resubmitted.

Trustees - None

Correspondence

CAFPA Minutes – Minutes for October and November 2021 submitted

Zoning Administrator report– Submitted

Building Inspector – Submitted

Planning Commission –

Letter from Comcast noting the discontinuation of NBCSN, effective 12-31-2021.

Letter from the State Treasury Department re. Audit of minimum assessing requirements currently being conducted.

Petitions/Public Comments - None

Old Business

Ordinance Enforcement – Clarification of the duties of Ordinance Enforcement Officer was discussed.

The Zoning Administrator will continue to make initial contact with property owners in an attempt to resolve zoning or general ordinance violations. If resolution is not accomplished within a reasonable timeframe, the issue will be turned over to the Ordinance Enforcement Officer for further action.

The Officer will be responsible to follow up on the issue, to include issuing Municipal Civil Infraction Citations and any subsequent actions occurring from the same until resolution of the initial violation has been achieved.

BSA Proposal for Accounting Software – A bid for \$29,000 for upgrading the township's accounting software was discussed. The new software is designed specifically for governmental accounting.

A motion was offered by Kelterborn, supported by Collins, to add \$10,000 to Computer Software Purchases, from the General Fund. All in favor, motion carried.

A motion was offered by Hartsell, supported by Kelterborn, to approve the proposal from BS&A to upgrade the township accounting software. All in favor, motion carried.

ARPA Funds – The condition of the current township hall was discussed. The 100+ year old building is in poor structural condition. McCallum checked with the MTA regarding use of the ARPA Funds. In light of the township's facilities not being large enough to accommodate the restrictions during COVID, the ARPA funding could be put towards the costs of building a new hall, should a suitable location can be acquired.

Township meetings are currently being held at a location out of the township because the current hall is too small to accommodate public attendance due to social distancing concerns.

The current location does not seem feasible due to different issues that arose during the review by the Building and Grounds Committee. Trustee Hartsell also reiterated the fact that the Township does not own the building or the land it sits on. That being said, it is poor fiscal policy to invest public funds into a private citizen's property. After discussion, the Board decided to investigate options for land acquisition.

Motion was offered by Collins, supported by Deming, to have supervisor pursue options for land acquisition for a new hall. All in favor, motion carried.

Transfer Station – Deming is to present the final costs for the transfer station improvements at the December meeting.

New Business

Cyber Security – The Township’s insurance agent is sending a quote for cyber insurance for the Board to review and discuss. AVCI will also be adding anti-virus updates to all township computers.

Website Manager – Our webmaster is currently not being paid due to a prior conflict of interest. The situation has changed and there is no longer a conflict of interest. The clerk will investigate the previous rate paid to the website manager.

Payment of Bills – Motion offered by Hartsell, supported by Collins to pay the bills as presented. All in favor, motion carried.

Public Comments - None

Adjournment – Motion offered by Hartsell, supported by Collins to adjourn.

Meeting adjourned at 8:30 P.M.

Respectfully Submitted

Jim Deming