

MILLEN TOWNSHIP BOARD MEETING MINUTES

Date: January 4, 2021

Time: 7:00 pm

Place: *Via Zoom Video Conference, Host Supervisor Smith (Virtual Meeting per Covid-19 restrictions per MDHHS Order)*

- **Call to Order and Pledge of Allegiance**
- **Roll Call Attendees:**
 - **Board:** Supervisor Dennis Smith, Clerk Cathy Ostrander, Treasurer Barbara Bartlett, Trustee Jeff Somers, Trustee Scott Kosal
 - **Other Officials:** Rich Gillies, Mike Davio, Rodney Cordes
- **Public Comments not on the Agenda** - none
- **Reports**
 - Clerk:
 - i. Motion to approve meeting minutes December 7, 2020 – Motion by Somers, 2nd by Kosal. Motion carried.
MTA Book Status – 2020 edition distributed to Kosal and Somers. Additional training books have been ordered and should be received in two weeks.
 - ii. MTA Training Status – Smith, Ostrander, Kosal have completed training. Somers to review January training schedule.
 - Treasurer:
 - i. General Income Fund: **\$77,733.00**
 - ii. Road Fund: **\$102,332.33**
 - iii. Fire Fund: \$
 - iv. Total: **\$180,065.33**
 - v. Motion to accept Treasurer Report, subject to audit – Motion by Kosal, 2nd by Somers. Motion carries.
 - vi. Motion to pay bills, subject to board’s post-audit policy authorizing payment: Checks # 10985 – 11002; 11003-11011; Wages, EFT, Consumers, FOE, BOR, Computer repair, Met-Life, MTA, Quill (office supplies); Voided Checks -10991, 10992. Check details for month of December up to January 4 provided to board. Motion to approve by Kosal, 2nd by Somers. Motion carried.
 - vii. Treasurer and Clerk Balance - yes
 - Road Committee – Supervisor Smith contacted Campbell. Smith and Somers to meet with Campbell this month. Smith to coordinate meeting.
 - Zoning/Planning
 - i. Oath of office committee members – Denny to wait for in-person meeting. Gillies and Davio agree to another term on Z&P.
 - ii. Report on Jewell Lake fire damaged property – Davio reported that he contacted owner Nicholas Hodges. Hodges is currently working with contractors to determine if any of the structure can be saved or if it is a complete teardown. Kosal questioned if any township ordinance is being violated and if there is a safety issue. Davio responded owner was sincere in efforts to maintain property and correct fire damage. Currently property is caution taped off and boarded up. Davio to send letter to Shirley Zaleski with an update on the status.

- iii. Unlicensed vehicles stored in yards – Davio has contacted owners and is waiting for response. Davio to report next month.
- Cemetery Sexton Update – no update.

- **Unfinished Business**

- Park Manager Role and Responsibility, Salary –
 - i. Ostrander presented current R&R with updates in red. Additional feedback to be updated by Ostrander and presented as part of February budget meeting.
 - ii. Smith proposed budget line item for oak tree trimming. Bartlett stated there is currently a budget item for park maintenance which should be reviewed. Kosal questioned if Hawes Township shares in Park costs. Cordes commented that Hawes Township contributes to park maintenance and also cemetery maintenance.
 - iii. Kosal expressed concern to get a request to bid out following next month's budget meeting (2/8/2021) as currently there is no Park Manager assigned.
- Confirm BOR members – Smith confirmed Gary Boyd, Kathleen Miller, Marva Dorr have agreed to be 2021 BOR members.
- Confirm secondary assessor named – Smith confirmed second assessor has been named to cover if Randy Thompson cannot fulfill his duty as assessor. Allen Berg is the new secondary assessor. Smith has signed and filed documents with County. Smith to provide file copy to Clerk.
- Review Bond coverage (constable role included) with Lappan Agency - Ostrander confirmed with Lappan Agency that there is no cost savings to remove the Constable coverage from the bundled package. Smith expressed interest in bringing Steve Lappan into a future Board meeting to review coverage and answer questions from all members. Smith to call Lappan agency to schedule into future Township Board Meeting.

- **New Business**

- Review/approval of Regular Meeting Schedule for 2021 – Schedule approved with update to September 7 meeting as Tuesday following Labor Day. Ostrander to update and post.
- Proposed meetings for 2021 Budget – February 8 & 11 Board members agree to date for meeting. Ostrander to post.
- Review/approval of Resolutions - Smith to sign and provide to Ostrander for signature and file.
 - 2021-001 – Authorization of Millen Township Board Check Writing Post-Audit Policy, Clerk Ostrander submitted, Supervisor Smith presented, roll call vote carried (Ayes – Smith, Somers, Kosal, Bartlett, Ostrander; Nay – none.)
 - i. 2021-002 – Authorization to Allow Local Residents to Protest in Writing to Board of Review, Assessor Thompson submitted, motion by Kosal, 2nd by Somers, roll call vote carried. (Ayes – Smith, Somers, Kosal, Bartlett, Ostrander; Nay – none.)
 - ii. 2021-003 – Resolution for Poverty Exemption, Assessor Thompson submitted, motion by Somers, 2nd by Kosal, roll call vote carried. (Ayes – Smith, Somers, Kosal, Bartlett, Ostrander; Nay – none.)
 - iii. 2021-004 – Asset Level Test for Year 2021, Assessor Thompson submitted, Supervisor Smith presented, roll call vote carried. (Ayes – Smith, Somers, Kosal, Bartlett, Ostrander; Nay – none.)
 - iv. 2021-005 – Investment Resolution, Board Approved Bartlett to review with Huron Bank and return to Board for approval.
- BOR Training – Online, Budget item. Smith presented BOR Training as \$20/person or \$90/group rate. Cordes offered that while the BOR has 2 years to complete, the next 3 hrs. On-line training dates are 2/2; 2/10; 2/18; 2/26. Cordes to see if township can coordinate training for end of February. Smith to reach out to BOR members to determine if they have capabilities for on-line training individually. Motion by Kosal to approve spending up to \$90 for training. Somers 2nd. Motion carried.

- Zoning & Planning
 - a. Gillies commented on Little Building/Tiny House meets existing Township Ordinance.
 - b. Smith asked if Township has a Solar Farm Ordinance. Gillies replied yes.
 - c. Smith asked if Township has Gravel Pit Ordinance. Gillies to review and follow up next mtg.
 - d. Smith asked if Township has private property vacation rental ordinance. Comment that other Townships have had recent issues with VRBOs. Gillies to follow up at next meeting.
 - e. Kosal asked where the Township Ordinances are available for review. Clerk's office has file.
- **Public Comments** – Cordes commented on many more emergency Fire Department calls this past year.
- **Adjourn** – Motion to adjourn by Kosal, 2nd by Somers, motion carried.

Next Meetings: *Township Board Meeting – February 1, 7:00 pm*
February 8 & 11 - Budget Meetings, 7pm Township Hall
Zoning and Planning - April 15, 2021 (3rd Thursday of month at 6:30)

Meeting minutes respectfully submitted by Clerk, Cathy Ostrander.