

MILLEN TOWNSHIP BOARD MEETING MINUTES

Date: December 7, 2020

Time: 7pm

Place: *Via Zoom Video Conference, Host Supervisor Smith*

(Virtual Meeting per Covid-19 restrictions per MDHHS Order)

- **Call to Order and Pledge of Allegiance**
- **Attendees:**
 - **Board:** Supervisor Dennis Smith, Clerk Cathy Ostrander, Treasurer Barbara Bartlett, Trustee Jeff Somers, Trustee Scott Kosal
 - **Other Officials:** Randy Thompson, Mike Davio
- **Public Comments not on the Agenda - None**
- **Reports**
 - Clerk:
 - i. Motion to approve meeting minutes 11/2/2020 and 11/20/2020 by Bartlett, second by Kosal. Motion carried.
 - ii. Filing status of New Hire Forms - complete
 - iii. MTA Books for Trustees – Clerk approved to order two 2020 Editions for Trustees as the previous copies are old editions.
 - Treasurer:
 - i. General Income Fund: \$82,460.28
 - ii. Road Fund: \$102,316.52
 - iii. Fire Fund: \$ not reported
 - iv. Total: \$184,776.80
 - v. Motion to accept Treasurer Report, subject to audit made by Somers, second by Kosal. Motion carried.
 - vi. Motion to pay bills: Checks #10953 -10984; EFT, Consumers Energy, Alcona County Review, Election Source, FOE, Alcona County Treasurer; Check detail reviewed at meeting to include previous clerk payments in November. Updated file to be sent to members by Ostrander. Motion to approve by Ostrander, second by Kosal.
 - vii. Treasurer and Clerk Balance – Yes, balanced.
 - Road Committee – No report made. Bartlett commented that previous members were supervisor and trustee. Supervisor Smith and trustee Somers accepted new roles as incoming members.
 - Zoning/Planning - Next Meeting April 15, 2021
 - i. Zoning Administrator Davio reported one permit issued for demolition of structures.
 - ii. Davion had request by Shirley Zalewski to inquire about burned structure cleanup status on Jewell lake road. Bartlett suggested that township legal staff be consulted on next steps to address the structure. Davio to report out at next meeting.

- Cemetery Committee – no updates
- **Unfinished Business** – none reported
- **New Business**
 - Park Manager replacement – Supervisor Smith suggested to table the discussion for next month with the suggestion to review roles and responsibilities and current salary (\$1300 annual) spending. Proposal to consider splitting roles between current board members to better utilize funds for park up keep such as tree trimming, etc. **Ostrander to pull together current documents for park manager R&R/salary for next meeting.**
 - Oath of office for 2021 BOR and Zoning/Planning Board
 - BOR Members -Bartlett suggested **oath of office for BOR to be completed at upcoming December 14 BOR.** Current BOR members are Casey Miller, Gary Boyd, and Marva Dorr.
 - Zoning/Planning Members – **Davio to work with Smith to invite members and prepare for an oath of office at January board meeting.**
 - Supervisor Smith was contacted by Arial Gypsy Moth Spraying Company for potential future contract. No prices given to date. Smith comments that gypsy moths were a problem this year and expect the return next year to continue to damaging trees. Future agenda item once cost is available.
 - Supervisor Smith reviewed MTA online training opportunity for board members. Cost for class 1 Essential packet is \$589 to cover all board members online only, avoiding any travel expenses. Bartlett suggested a budget adjustment to cover training online. **Ostrander to make registration on behalf of all board members.** Motion to approve adjustment not to exceed \$589 class cost made by Ostrander, second by Bartlett. Motion carried.
 - Assessor Randy Thompson contacted Supervisor Smith on requirement to name a secondary assessor. A secondary assessor will only be paid should the primary assessor, Thompson, be unable to complete his assignment. Smith to review contract packet provided by County, Troy Somers, on behalf of the Board members. **Assignment due 12/31/2020. Copy to clerk for file – Smith. Motion to grant Supervisor Smith authority to sign representing the Board** made by Bartlett. Second by Ostrander. Motion carried.
 - Bartlett introduced Bond coverage for members of the board. Members covered per Lappan contract include the Clerk, Deputy Clerk, Treasurer, Deputy Treasurer, Supervisor and Constable. Kosal questioned why township is paying for the Constable role that Township does not have. Bartlett’s comment was that Lappan agency used bundled package cost to optimize cost. **Ostrander to confirm with Lappan agency that this is still the case.**
 - Bartlett included the tax collection summary to all board members in handouts.

- Bartlett included budget 20/21 corrections with highlights in yellow for review and approval. Motion by Bartlett to approve and **clerk to include in minutes**. Second by Ostrander, motion carried.
 - Bartlett included handouts to the board of new chart of accounts detail. As required by the State of Michigan, Chart of Accounts has already been updated to meet nomenclature requirements.
 - Ostrander received complaints on old vehicles left in yards. Zoning Administrator Davio asked to review two properties (Walker Road and Jewell Lake Road) for violation of vehicle storage without license plates. **Ostrander to email exact addresses to Davio for review and action. Davio to report out at next meeting.**
 - Supervisor Smith asked Assessor Thompson to explain State requirements for December 14th BOR due to new Covid-19 restrictions on indoor gatherings. What are the protocols and the venue requirements for the review? **Assessor Thompson to provide meeting details to Smith by December 10 to meet adequate meeting posting requirements.**
- **Public Comments** – none.
 - **Adjourn** – Motion to adjourn by Somers, second by Bartlett. Meeting adjourned.

Next Meetings: *Tax Board of Review – 10:30 am, December 14*
Township Board Meeting- January 4, 2021 at 7pm
Zoning and Planning April 15, 2021(3rd Thursday of month at 6:30)

Respectfully submitted by Clerk, Cathy Ostrander.