

The Caledonia Township Board of Trustees met on Wednesday, September 12, 2018, at the Township Hall, 6461 Gillard Road, Spruce, Michigan, with Supervisor Kathy Vichunas presiding. The meeting was called to order at 7:00 p.m. with the Pledge of Allegiance.

Roll Call: Jack Scott; Tim Ratz; Rebecca Abend; Kathy Vichunas and Kerry Scott.

**Motion** by Jack Scott; Support Tim Ratz to accept the Agenda with additions and deletions. Motion carried.

Public Comment (3 Minutes Per Person) – Agenda Items – None.

Public Comment (3 Minutes Per Person) – Non-Agenda Items – Hubert Road complaint regarding keeping a pig(s) and the continuing blight issue/Supervisor will contact the Zoning Administrator; Sand bar issues re loud speakers on a boat, trespassing on private property; etc.; and budget itemization.

**Motion** by Rebecca Abend; Support Jack Scott to approve the Minutes of August 8, 2018. Motion carried.

Clerk's Correspondence – Alpena Insurance Agency; statewide FOIA request re 2016 ballots; 2018 Tax Rate request.

**Motion** by Rebecca Abend; Support Tim Ratz to pay the bills as presented – Check Nos. 5268 thru 5295. Motion carried.

**Motion** by Kerry Scott; Support Tim Ratz to place the Treasurer's report on file subject to audit. Motion carried.

Treasurer, Rebecca Abend announced her resignation effective October 31, 2018. Treasurer recommends that the Deputy Treasurer remain until a new Treasurer is sworn in; motions will need to be made to add the new Treasurer to Township accounts and the Board's Meeting Minutes are approved for submission to the Township account holders.

Supervisor - Sheriff's Report for August 2018 contained 66 complaints for Caledonia Township; the Assessor, Sarah Gohl, provided a Non-Profit Application and Non-Profit Exemption Application for Township use; letters were sent to NEMCOG postponing pursuit of the Interactive Zoning Ordinance as well as preparing required maps for the Assessor; and a complaint from a Disabled Veteran was read regarding the delay of his exemption request from May 2017 by the previous Assessor.

Reports –

Planning Commission has been working with Dollar General regarding their application; the ZBA will hold a Public Hearing on October 24, 2018 at 7:00 pm at the Township Hall regarding their request for a variance.

Zoning Administrator - 4 land use permits.

Sexton – Status of Cemetery Grid (June – October 2017) – still no grid to present to the board. Cemetery closes October 31, 2018. Board will discuss Sexton review for October.

Custodian – 2 rentals - ½ day rental for October – Custodian will contact Eagle Supply for an application to set up an account.

### **Unfinished Business –**

Township Assessor – BS&A Software has been loaded and printer connected; working on land values and maps; will obtain an estimate for the APEX conversion cost; updating parcel cards; need to order supplies; the AMAR review and a Tax tribunal on October 19<sup>th</sup>.

Status of Fan Installation in Hall Ladies Room – Trustee Jack Scott will contact G & G.

VFW in Lansing wants all the property from VFW Post #6754 and Auxiliary -- Flags, Stands, Charters, etc. The Supervisor will collect this property currently stored at the Township Hall for pickup by the VFW representative.

Draft Audit Report and Items Needed to Finalize the Audit – Follow up paper work turned in.

**Motion** by Kerry Scott; Support Rebecca Abend to adopt the Resolution for Automated Clearing House Arrangements and Electronic Transactions - Roll Call: Rebecca Abend yes; Jack Scott yes; Tim Ratz yes; Kathy Vichunas yes; Kerry Scott yes. Unanimous. Motion carried.

**Motion** Rebecca Abend; Support Tim Ratz to adopt the Policy for Automated Clearing House Arrangements and Electronic Transactions - Roll Call: Tim Ratz yes; Jack Scott yes; Kathy Vichunas yes; Kerry Scott yes; Rebecca Abend yes. Unanimous. Motion carried.

**Motion** Rebecca Abend; Support Tim Ratz to accept the Branch Library Agreement for the Caledonia Library effective December 1, 2018 through November 30, 2021.

Township Website – developers are still working on website.

### **New Business –**

**Motion** by Tim Ratz; Support Rebecca Abend to sign Road Contracts for Swede Road (\$6736), Labonte Road (\$14,028) and Cedar Drive (\$12,430). Motion carried.

C&S Dust Control Amendment – Trustee Tim Ratz will check with the Alcona County Road Commission re their recommendation.

Draft Job Description for Zoning Administrator/Ordinance Officer – Will be discussed at the October meeting.

Draft Job Description for Sexton – Will be discussed at the October meeting.

**Motion** Rebecca Abend; Support Tim Ratz to adopt the updated Investment Policy. Roll call: Jack Scott yes; Tim Ratz yes; Rebeca Abend yes; Kathy Vichunas yes; Kerry Scott yes. Unanimous. Motion carried.

**Motion** Kerry Scott; Support Rebecca Abend to adopt the Resolution for the updated Investment Policy. Roll call: Tim Ratz yes; Rebecca Abend yes; Jack Scott yes; Kathy Vichunas yes; Kerry Scott yes. Unanimous. Motion carried.

**Motion** by Jack Scott; Support Tim Ratz to put an ad in the ALCONA COUNTY REVIEW for bids for snow plowing this winter and grass cutting for next spring. Motion carried.

**Motion** by Kerry Scott; Support Rebecca Abend to put a 2-week ad in the ALCONA COUNTY REVIEW for Board of Review members and an alternate. Motion carried.

Next Township Board Meeting – October 10, 2018 at 7 p.m.

Public Comment – comment re cemetery grid; bid contracts; employee job descriptions; profit and loss statement.

**Motion** by Rebecca; Support Tim Ratz to adjourn at 9:20 pm. Motion carried.

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Kerry Scott Caledonia Township Clerk