

The Caledonia Township Board of Trustees met on Wednesday, October 10, 2018, at the Township Hall, 6461 Gillard Road, Spruce, Michigan, with Supervisor Vichunas presiding. The meeting was called to order at 7:00 p.m. with the Pledge of Allegiance.

Roll Call: Scott; Ratz; Abend; Vichunas and Kerry.

**Motion** by Ratz; Support Scott to accept the agenda with additions and deletion. Motion carried.

Public Comment (3 Minutes Per Person) – Agenda Items

Public Comment (3 Minutes Per Person) – Non-Agenda Items – blight problem, questions on ZA.

**Motion** by Abend; Support Ratz to approve the Minutes of September 12, 2018. Motion carried.

**Clerk** – Correspondence – Dave Cook, Habitat, Assessor package.

**Motion** by Abend; Support Ratz to pay bills as presented Check # 5297 to 5327. Motion carried.

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

**Supervisor** -- Sheriff's Report-37 Complaints – Call from a Township resident to cut brush at North End Park Shoreline in Spring of 2019 which will require liability insurance and Board approval -- BOC Meeting Minutes re suspension of 2018 PILT Payments (about \$2600 to \$2800 annually).

**Reports** – Planning Commission – discussed sign ordinance for public hearing re Dollar General

– Assessor submitted monthly report and copy of annual certification

-- Zoning Board of Appeals held a public hearing on September 24<sup>th</sup> and declined the sign variance request for Dollar General

-- Zoning Administrator submitted monthly report – 9 land use permits for the month of September

-- Custodian submitted monthly report

-- Sexton – 5 burials in September; Grid system in Section 2 is completed; still working on Section 1; 12 graves need markers

-- North End Park Maintenance submitted monthly report

NOTE: All Cemetery (burial plot) money and all completed and blank Cemetery Plot Certificates must be turned in to the Township Clerk by October 31, 2018.

**Motion** by Abend; Support Ratz to advise Assessor to purchase Anti-Virus software. Motion carried.

**Unfinished Business** –

Status of Fan Installation in Hall Ladies Room – G &G working on it.

C&S Dust Control (Road Commission Input) –Township's Insurance Company requires evidence of \$1 million liability insurance

Township Website – reviewing layout

**New Business –**

Jamie Carruthers from Stephenson & Co. presented the 2017-2018 audit.

Veterans Grave Markers and Flags – Public Act 63 of 1915, details the requirements for procuring and furnishing a suitable flag holder and United States Flag for the grave of each veteran who served in the US Armed Forces and is buried in a public or private cemetery located within the Township. The flag holders and US Flags must be assembled or manufactured within the United States.

**Motion** by Ratz; Support Scott to accept Rebecca Abend's resignation as the Caledonia Township Treasurer effective October 31, 2018. Motion carried.

**Motion** by Kerry; Support Ratz to appoint Sheri Sanford as Caledonia Township Treasurer effective November 1<sup>st</sup>, 2018. Motion carried.

**Motion** by Ratz; Support Scott to appoint Rebecca Abend as Caledonia Township Deputy Treasurer effective November 1, 2018. Motion Carried.

**Motion** by Kerry; Support Abend to hire Michigan Confidential Document to properly dispose old election material. Motion carried.

Branch Library Agreement – Waiting for fully signed Agreement.

Rent for the HL Library Branch Building is increasing from \$270.00 to \$350.00 per month effective January 1, 2019. Township Clerk will ask for an extension of the effective date to April 1, 2019.

**Motion** by Kerry; Support Ratz to accept Myers' bid for snowplowing for 2018-2019. Motion carried.

**Motion** by Abend; Support Kerry to accept Quality Lawn Mowing bid for grass cutting for 2019. Motion carried.

Board of Review Letters of Interest – none – will run ad in the Alcona County Review.

Upon Commencement of Office, Township government cannot be conducted utilizing a School Email; if there are any questions, please contact the Township's Attorney, Dave Cook.

**Motion** by Scott; Support Ratz to hire Laura M. Hallahan to provide legal services for the NuEnergy Tax Tribunal issue and to accept the Settlement Agreement. Motion carried.

Huron Pines – Non-Profit Exemption Application received by Assessor; reviewed by the Township Attorney and now in process.

**Motion** by Ratz; Support Abend to adopt the Non-Profit Application for Exemption from Property Taxes and to put the application on the Township Website. Motion carried.

**Motion** by Kerry; Support Ratz to adopt the Poverty Exemption Guidelines Resolution #2018-3; Requirements for a Poverty Exemption; Federal Poverty Guidelines for 2018 and the Poverty

Exemption Application. Roll call: Scott Aye; Abend Aye; Vichunas Aye: Ratz Aye, Kerry Aye. Motion carried.

**Motion** by Ratz; Support Abend to approve and adopt the Job Description for Zoning Administrator/Ordinance Officer. Motion carried.

**Motion** by Ratz; Support Scott to approve and adopt the Winter North End Park Maintenance Job Description for the period October 1, 2018 thru March 31, 2019. Motion carried.

Job Description for Sexton - on hold

Cemetery Grid Computer Program – on hold

AMAR Review – Corrective Action Plan due October 26, 2018 – did not pass AMAR report from prior Assessor, Tammy Fall. New Assessor, Sarah Gohl worked on the Corrective Action Plan for the 2019 tax year.

**Motion** by Kerry; Support Ratz to sign and send in the Corrective Action Plan for Audit Deficiencies due October 26, 2018. Motion carried.

**Motion** by Ratz; Support Abend to adopt the Waiver of Fees for Failure to File a Property Transfer Affidavit Resolution 2018-4. Roll Call: Kerry Aye; Scott Aye; Ratz Aye; Vichunas Aye; Abend Aye. Motion carried.

**Motion** by Kerry; Support Ratz to authorize the Assessor to scan property cards at .25 cents each for about 1500 property cards and Apex Sketches at \$2.00 each for about 1500 property cards. Motion carried.

**Motion** by Abend; Support Ratz to approve the Employee Benefits Policy Resolution 2018-5. Roll Call: Ratz Aye; Abend Aye; Scott Aye; Vichunas Aye; Kerry Aye. Motion carried.

**Motion** by Kerry; Support Scott to approve the Board Members to attend the MTA on the Road on October 23, 2018. Motion carried.

**Next Township Board Meeting – November 14, 2018 at 7 p.m.**

**Public Comment** – Loyal Ladies - Beautification in Hubbard Lake, Mittn-Me too for contracts.

**Motion** by Scott; Support Ratz to adjourn at 9:11 pm. Motion carried.

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Kerry Scott, Caledonia Township Clerk