

The Caledonia Township Board of Trustees met on Wednesday, January 9, 2019, at the Township Hall, 6461 Gillard Road, Spruce, Michigan, with Supervisor Apsey presiding. The meeting was called to order at 7:03 p.m. with the Pledge of Allegiance.

Approximately 20 residents in attendance.

Comments from the Supervisor – Conduct township business.

Motion by K Scott; Support Roe to accept the agenda with additions/deletions. Motion carried.

Public Comment Agenda Items - none

Public Comment Non-Agenda Items - none

Motion by Smith; Support Roe to approve the Minutes of the December 12, 2018 with corrections as noted. Roll call: Scott no, K Scott no, 3yes. Motion carried.

Motion by Roe; Support Smith to approve the Special Minutes of the December 21, 2018, Board Meeting with corrections as noted. Motion carried.

Motion by Roe; Support Smith to approve the Special Minutes of the December 22, 2018, Board Meeting with additions. 4 yes, 1 no. Motion carried.

Motion by Smith; Support Roe to pay bills as presented except credit card payment for intuit of \$502.00. Motion carried. Ck# 5396 - Ck# 5426.

Clerk K Scott will prepare a list of the monthly invoices with vendor and payment amount.

Monthly Budget Balance Statement – get profit & loss report

Correspondences - none

Motion by K Scott; Support Roe to place Treasurer's report on file subject to audit. Motion carried. Treasurer made corrections with bank on NSF.

Supervisor Apsey received a call about a zoning issue and called ZA, Land Owner having access to his property - called Jessi Campbell with the Road Commission; will do a ride around to check out Township Road projects – checking on a better lighting system at the Spruce light to show village limits. Email – grant writing workshop.

Planning Commission – Met Monday 7, 2019 = revising township sign ordinance, PC Chair Williams will have a draft for the Planning Commission board. PC board will get with Denise Klein from NEMCOG to confirm details.

Assessor – printed report

Custodians – printed report – will attend next board meeting. Trying to change email for website, bar light is not working-possible plug outlet, will table plug outlet. Treasurer Roe possibly ordering Township supplies through Amazon since there is a Township Amazon account - using Township credit card – will table until next meeting.

Zoning Administrator – printed report – Supervisor Apsey questioned land use permit for Dollar General, Supervisor Apsey requested a copy of the land use permit on September 11, 2018, ZA said he did not issue a permit-Land Use permit was PC responsibility – Two issues on the Land Use permit one for zoning and one for the land use (should have been two documents) - will have the Township’s attorney review. ZBA only denied the sign variance for the Dollar General.

Sexton - cemetery closed December 1st, 2018. One sale pending. Will check on getting flag holders for the VET’s for Memorial Day. Will check with the VFW to get stronger flag holders.

Unfinished Business

Motion by K Scott; Support Smith to have the Sexton hold the cemetery certificates; Treasurer Roe will have the Township seal and will collect the money from the Sexton; Treasurer Roe will mail the Township Sealed Certificate to the purchaser. Motion carried. Sexton to return the torn-out certificate.

Motion by Roe; Support K Scott to purchase a fire proof safe from Amazon for the Sexton in the amount of \$193.69; Treasurer Roe will purchase using the Township credit card. Motion carried.

Motion by Roe; Support K Scott to allow the Sexton to charge \$100.00 to the client for a cremation’s burial, with the payments made out to Caledonia Township; Sexton will be reimbursed through pay check. Motion carried.

Table Seton job description – resolution for charging cremation burials.

Motion by Roe; Support Smith to make a resolution stating that Township Trustees are paid salary and are not paid extra per meeting for regular meetings of the township board that include special meetings and workshops effective 1-9-2019. Roll call Smith yes, Roe yes, Scott no, K Scott yes, Apsey yes. Motion carried.

Fan in Ladies’ restroom – special order because of the dimension/odd size. Supervisor Apsey will contact G & G.

Website updates – up to current – possible email notification of special meetings and a reminder for regular monthly meetings. Supervisor will check on liability of possibly using her personal email address if the Township web site cannot send out notifications.

Motion Roe; Support K Scott to have Trustee Smith create an ad to hire an attorney advertising for sealed bids for legal services for the township, to be submitted to the board by the February 13th meeting; bids will be sent to Supervisor Apsey. Motion carried.

Supervisor's correspondences – none

Board members possibly using township emails so when board members leave there will be a point of reference for future board members. Supervisor Apsey will contact web host.

Clarify Land Use Permit process – ZA will send Land Use Permits to assessor, with a copy to Clerk K Scott and send money to Treasurer Roe. Hard copies will be stored at the Twp. Hall at the end of the calendar year.

Hall custodian will store hall rental copies upstairs in a fire proof cabinet.

Safe deposit box – close box with approved minutes.

New Business

MERS/Employees – Supervisor Apsey will create a draft Resolution (amendment) to have all Township employees put on the MERS retirement program to include the Sexton, ZA, Custodians, PC, BOR and the Zoning board.

Tabled - Payroll process, withholding Federal, State, Medicare, Annuity - Clerk K Scott will check with the Auditor for clarification.

There was a Resolution made in 2018 to only have the Board Members and the Assessor (who signs the tax roll) receive the Annuity. Supervisor Apsey will draft a new Resolution for 2019.

Motion by K Scott; Support Scott to appoint Adam Thompson to the planning commission for 3 years. Motion carried.

Motion by K Scott; Support Scott to appoint Dean MacKinnon to the BOR for 2 years. Motion carried.

Motion by K Scott; Support Scott to appoint Craig Klemens to the BOR for 2 years. Motion carried.

Motion by K Scott; Support Scott to John Preston to the BOR for 2 years. Motion carried.

Motion by K Scott; Support Scott to pay Adam Thompson for the January PC meeting. Motion carried.

Motion by K Scott; Support Scott to purchase 5000 stamp address envelopes before the rate increase for the treasurer. Motion carried. Treasurer Roe will use her own credit card and submit receipt for reimbursement because the Township credit card has a limit of \$2,500.00.

Motion by Roe; Support K Scott to purchase 2000 stamp address envelopes before the rate increase for the assessor. Motion carried. Treasurer Roe will use her own credit card and submit receipt for reimbursement because the Township credit card has a limit of \$2,500.00.

Tri Township Meeting - rotation with Alcona, Caledonia & Hawes - Caledonia will host meeting on 7/18/2019. Planning Commission attends.

Motion by K Scott; Support Smith to have Supervisor Apsey and John Preston attend the BOR workshop June 29, in Alpena at \$91 each plus per diem and mileage. Motion carried.

Trustee Smith will take the online class for the introduction to the Planning Commission.

Motion by Smith; Support K Scott to have Supervisor Apsey attend the DNA grant writing workshop, mileage and meals to be paid. Motion carried. Supervisor Apsey will waive the per-diem.

Treasurer Roe will draw up a ~~guide~~ guide line for employees.

Credit Card Use – for goods and services

North End Park Grant – Supervisor Apsey met with RS Scott about phase 3 – R.S. Scott will attend next board meeting.

Payment to RS Scott-will get clarification of the invoice.

Treasurer Roe suggested board members not to park in front of the Township Hall for meetings.

Budget workshop – starts at 7:00. *February 27, 2019-Twp. Hall.*

Next Township Meeting will be January 23, 2019

Motion by Roe; Support K Scott to adjourn at 10:23pm. Motion carried.

Kerry Scott, Caledonia Township Clerk