

# Caledonia Township Board Of Trustees

## Special Meeting Minutes

Friday August 23<sup>rd</sup>, 2019 @ 6:00 pm

Caledonia Township Hall 6461 Gillard Rd. Spruce, MI 48762

\*\*Notice was posted timely on Caledonia Twp Hall and Agenda E-mailed to residents on the email list. If you would like to be added to receive all agendas prior to all meetings (regular and special) go to [www.caledoniatwp.net](http://www.caledoniatwp.net) and click on the "click here to sign up for our email notifications" \*\*

- I. Call the meeting to order - Promptly started at 6:00 pm
- II. Pledge of Allegiance – Completed
- III. Roll Call – Jack Scott; Absent      Kerri Scott; Absent      Cyndi Apsey; Present  
Sarah Roe; Present      Cindy Smith; Present  
(3 Members of Public Present)
- IV. Additions Deletions: Add public Comment to Agenda
- V. Business
  - a. Bills to be paid that needed a W-9:

Last meeting Clerk K. Scott stated she was unable to pay Alcona Survey and Alpena Tree Service bills due to W-9's not being on file and stated she mailed forms to them. To date neither have received them via mail. Supervisor C. Apsey had gotten ahold of both Alcona Survey and Alpena Tree Service. Supervisor C. Apsey reported Alcona Survey completed W-9 forms and had it at the meeting to present to Clerk K. Scott who was absent. Supervisor C. Apsey reported that Dan Anderson from Alpena Tree and Forest Service stated he mailed his to Clerk K. Scott. Supervisor C. Apsey emailed K. Scott 8/20/19 requesting verification that the W-2 from Alpena Tree Service was received and no response received to date from Clerk K. Scott. Treasurer S. Roe made a **motion to pay Alpena Tree Service and Alcona Survey contingent on when W-9's are received. Both invoices are to be paid immediately once received. Motion seconded by Trustee C. Smith. All in favor; 3 Yes; Motion Carried.** Supervisor C. Apsey will email Clerk K. Scott to make her aware of motion and to notify her that Alcona survey paperwork was placed in her drop box immediately following meeting tonight. Discussion was made that we need to have a plan for Clerk K. Scott back up township employee Janine Kauffman phone number, so we have her information in Clerk K. Scott absence. Maybe include her on meeting notices so she can attend in Clerk K. Scott absence as intended.

b. Road Contact:

It was agreed upon at the last regular Meeting dated August 14, 2019 to sign the Alcona Road Commission agreement that needed to be returned. Board Members inadvertently left without signing the agreement. Agreement was signed by Treasurer S. Roe and Supervisor C. Apsey during meeting. The signed agreement was placed in Clerk K. Scott drop box tonight and Supervisor C. Apsey will notify Clerk K. Scott of location of form and to sign it, notify supervisor it is completed, and mailed. This document is time sensitive and needs to be mailed no later than Wednesday August 28<sup>th</sup>, 2019.

c. Policy of Board reviewing of the bills to be paid:

Discussion regarding the need to be able to review bills to be paid prior to meeting without being rushed and so the public has time to review bills also as they have the right to review them. The board has requested in the past that Clerk K. Scott would prepare a word document ahead of time, for the public and for the board, a break down of bills to be paid annotating amounts with a small synopsis of reason for payment (payroll, lawn mowing, etc). This was requested in effort that the board will have time to review and be fiscally accountable of the township payments. Clerk K. Scott has not completed this since agreed upon, therefore, a new plan needs to be in place so meetings can run timely. Therefore, **motion made by Treasurer S. Roe that all board members be present at regular meeting at 6:30 pm, half hour before meeting at 7:00 pm, to have time for board members and the public to have adequate time to review bills to be paid. Seconded by Trustee C. Smith All in favor; 3 Yes; Motion carried.** Supervisor C. Apsey will email separately Trustee J. Scott and Clerk K. Scott so they are notified for the Regular Meeting starting in September. Public is welcome to review bills after board members.

d. Any other business that comes before the board: None

e. Public Comment:

Citizen stated a Tollson Park resident was getting bad messages in regards to her FB post. People were being mean to her. Stated this was all preventable with communication. Trustee C. Smith responded we are not in control of FB posts and responses. Treasurer S. Roe stated that attorney stated at last meeting that the township does not need to notify neighbors of any work being done on township properties. S. Roe stated she is sorry he still is upset about making the park better and how it was done. Citizen upset still about firewood being removed. S. Roe stated she offered him the firewood and left him what he wanted and citizen agreed but wanted better communication in the future. Supervisor C. Apsey stated that she was sorry too that he was upset, however, it was the wishes of Nora Tollson Estate that a sign was put up in her name and that we promote the park and

that we should and will carry out the wishes of the deceased. Trustee C. Smith read the wishes of the deceased that came with the deed. Emailed a citizen a copy of it immediately at meeting. Other 2 citizens also commented on the park. One was thankful it looks much better and wanted to know from other citizen what the big deal was and the fact that we have 3 active board members that are making it a beautiful place to go and that the other citizens needs to let it go.

**VI. Treasurer S. Roe made Motion to adjourn at 6:44pm. Seconded by Trustee C. Smith All in favor; 3 Yes Motion Carried**

Recorded and prepared by: Trustee Cindy Smith in Clerk Kerry Scott absence.