

# Caledonia Township Board of Trustees

## Special Meeting Minutes

Tuesday September 3<sup>rd</sup>, 2019 @ 7:00 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 7:00 pm Kerry Scott notified board that she was recording the meeting tonight.
- II. Pledge of Allegiance – Completed
- III. Roll Call – Jack Scott; Absent ~~Kerry~~ Kerry Scott; Present then excused herself to Absent Cyndi Apsey; Present Sarah Roe; Present Cindy Smith; Present  
(10-15 Members of Public Present)
- IV. Prior to starting the next section on the agenda. Clerk Kerry Scott stated that she does not believe that there is anything on the agenda that was urgent and believed it was an ~~illegal unnecessary and unacceptable~~ meeting, and she was excusing herself from the meeting. She shut off recorder, packed up her belongings and left with no further comment. Trustee Cindy Smith read clarification from MTA stating the following: There is no requirement that a special meeting can only be called for "emergency" reasons, there are different rules that would govern an "emergency meeting" which rarely occur. A special meeting may be called by the supervisor and as long as it's posted in compliance with the lawful acts and rules of posting meetings and the rules are followed, special meetings may be called for practically anything.  
  
It was the decision of the board at this point to ~~appoint~~ choose Trustee Cindy Smith to ~~make~~ take minutes in the absence of Clerk Kerry Scott.
- V. Approval of the Agenda: **Motion made by Treasurer Sarah Roe** to accept the Agenda as presented. **Seconded by Trustee Cindy Smith**. All in favor 3-Yes 0-No
- VI. Resignation of the Zoning Administrator
  - a. **Treasurer Sarah Roe made a motion** to accept resignation of Zoning Administrator effective 09/01/19. Trustee Cindy Smith read an email clarification from MTA stating the following: The board doesn't have to accept a resignation of a Zoning Administrator, they are a paid employee and not an elected board member. An elected board member must

resign, and it must be accepted by the board. Paid employees can quit at any time. He also clarified that since the ZA resigned effective 09/01/19 that his pay would end at end of day 08/31/19 and he does not get paid until the board accept resignation. Treasurer Sarah Roe **struck to remove her motion** as the board does not need to accept the resignation.

- VII. Appoint an interim ZA to allow time to advertise, interview, and hire a new ZA.
- a. Trustee Cindy Smith read clarification from MTA as follows: If there is not a special meeting then the township would be without a ZA. The supervisor or any other board member does not have the authority without the board providing a board member the additional duty. As zoning administrator is not a statutory duty of any office, only someone hired or appointed by the board may perform that duty. Trustee Cindy Smith questioned Supervisor Cyndi Apsey to the urgency of appointing a ZA now rather than waiting until a regular meeting in almost 2 weeks. Supervisor Cyndi Apsey stated she has been flooded with many ZA complaints some going back to 03/2019 that have not been handled. She also stated that we need an appointed ZA for building permits to be issued. That it is the best interest of our township to appoint an interim ZA as such time the board can advertise, interview and hire someone. It would be likely until the October meeting that a ZA would be hired and 2 months is a long time without one. Supervisor Cyndi Apsey pointed out that as a paid position she could not vote for herself and we did not have enough board members present to vote. Cyndi Apsey elected to not receive pay and do the job for free until next meeting where the board will have enough board members present to vote effectively. **Trustee Cindy Smith made the motion** to hire Supervisor Cyndi Apsey as interim ZA free of pay until the board can meet and make a decision on pay and/or until the board can advertise, interview, and hire a ZA. **Seconded by Treasurer Sarah Roe.** All in favor 3-yes 0-No
- VIII. **Treasurer Sarah Roe made the motion to adjourn at 7:20 pm. Seconded by Trustee C. Smith. All in favor; 3 Yes Motion Carried**

~~PREPARED~~-PREPARED BY: TRUSTEE CINDY SMITH IN CLERK KERRY SCOTT ABSENCE