

# Caledonia Township Board Of Trustees - Regular Meeting Minutes

Wednesday January 13<sup>th</sup>, 2021 @ 7:00 pm

Caledonia Township Hall 6461 Gillard Rd. Spruce, MI 48762 – ZOOM MEETING PER COVID RESTRICTIONS

- I. Call to order: C. Apsey presiding and called to order at 7:05pm (Zoom meeting due to Covid-19 rules)
- II. Pledge of Allegiance – Completed
- III. Roll Call – Anthony Sobeck; Present      Tom Tice; Present      Cyndi Apsey; Present  
Sarah Roe; Present      Cindy Smith; Present
- IV. A. Sobeck made **motion** to accept agenda with addition. T Tice seconded. All in favor. **Passed**
- V. Public Comment: A. Sobeck stated he spoke with MTA and they confirmed no in person meetings.
- VI. Supervisor Report: C. Apsey stated that since we are in person to see reports if anyone wants a copy to let her know and she will get them access. Noted PC member Jim Gilbert made new Planning commission binders for the members and extended a thank you to him. Noted there is a pending ZBA hearing case at court and it is in attorneys hands at this point.
- VII. Clerk Report: C. Smith reported new checks arrived and noted check numbers 5850-6349 which are duplicates as they sent the wrong ones. Will still use them with a “0” in front. Also noted that she attended an hour long MERS training.
- VIII. Bills to be Paid: C. Smith made a **motion** to pay bills as presented with exception to void check 5858 and re-issue as annuity was incorrectly taken from a payroll check. Seconded by T. Tice. Roll call: Tice: yes Roe: yes Apsey: yes Sobeck: yes Smith: yes **Motion passed**
- IX. Chart of Accounts: Added to records
- X. Minutes 12/09/20 Regular Meeting: A. Sobeck made a **motion** to approve the 12/9/20 minutes as presented. S. Roe seconded. Roll call: Smith: yes Sobeck: yes Tice: yes Cyndi: yes Roe: yes **Motion passed**
- XI. Minutes Special Meeting 1/4/21 - S Roe made a **motion** to approve the 1/04/21 Special Meeting minutes as presented. A. Sobeck seconded. All in favor. Roll call: Tice: yes Sarah: yes Anthony: yes Cyndi: yes Cindy: yes **Motion passed**
- XII. Communications: None
- XIII. Treasurer Report: report to be placed on file by S. Roe.
- XIV. CPA Update: smith reported W-2's were corrected with manual MERS adjustment and already in the mail and received by most board members. 941's from 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> qrt were incorrect and we refiled with correct paperwork. 4<sup>th</sup> qrt was due this month and completed and mailed. Federal reporting and W-2 sent. Still work to be done in cleaning up quickbook accounts and fixing inconsistencies. Quote for finishing services will be emailed to board members for review.

XV. Appoint Liaison to the Zoning Board of Appeals: C Smith is no longer on the ZBA. S. Roe made **motion** to appoint Tom Tice as liaison to ZBA. Seconded by A. Sobeck. Roll call: Sobeck: yes Apsey: yes Roe: yes Smith: yes Tice: yes

C Smith made **motion** to pay for T Tice to take ZBA training online not to exceed 150.00. Seconded by S Roe. Roll call: Roe: yes Tice: yes Apsey: yes Anthony: yes Cindy: yes

XVI. NE Park update: the remaining trees with Oak wilt have been removed. Intention is to re-plant in the future  
Grants: Phase 1 (socks/buoys/swimming area) will be starting when the road weight restrictions are lifted and should be done around Memorial Day. Phase 2 (playground area) will start in the fall 2021.

XVII. Board of Review Training: C Smith made **motion** for BOR members and required new BOR member to attend an online training 02/02/21 not to exceed 50.00. Seconded by S.T Tice Roll call: Roe: yes Tice: yes Apsey: yes Anthony: yes Cindy: yes

XVIII. Hall custodian: Effective 02/01/21 due to medical reasons hall custodian will resign. Board agreed to advertise and collect resumes as there may be many qualified people to consider. Starting 02/01/21 C Apsey offered to cover position until someone is hired by the board and to review job duties vs pay. She will report back to the board her findings. C Smith made a **motion** to pay C Apsey on a daily pay pro-rated form currently monthly pay as such time the board hires a hall custodian. S. Roe seconded. Roll call: Tice: yes Cindy: yes Anthony: Yes Cyndi: abstained Roe: yes. Motion passed.

XIX. Sledding Hill: C Apsey thanked the many volunteers who came out to help and donated equipment and time to create sledding hills on township property at the corner of Spruce and Olson Road. Also noted that the sign has been ordered and she is working on the 911 sign noting the address

XX. Township website: C Apsey brought to the board attention that our township website is not very user friendly and a lot of information is not easy to search for. Asked board members to look around the website and see if it's something worth considering updating and something to keep in mind for budget meeting. This site was not created by our current technology employee.

XXI. 2021-2022 Budget: Cyndi will be emailing all department heads with their budget to collect information for budget meeting. Wants them to consider all line item expenses for the board to review and have knowledge for during budget meeting.

XXII. Employee Contracts: C Apsey would like the board to consider reviewing the contracts and making sure we have signed contracts (not all signed copies were given to the current clerk) and to consider evaluation periods.

XXIII. Line Item Budget to Date: C Smith made **motion** to transfer from contingency line item to the following line items the following amounts:

101-727	100.00	101-801	8000.00
101-802	100.00	191-706	400.00
215-727	100.00	253-850	250.00
265-727	200.00	721-801	200.00
751-930	4200.00	276-727	300.00

Seconded by T Tice. Roll call: Smith: yes Roe: yes Apsey: yes Tice: yes Sobeck: yes **Motion passed**

XXIV. Public Comment: Citizen stated hard time hearing some people and network connectivity. With zoom meetings we are at the mercy of technology and everyone internet speeds.

Jim Farrar noted that second veteran stones has been placed at cemetery and he has reports to turn in next in person meeting.

XXV. A. Sobeck made **Motion** to adjourn at 8:22 pm. Seconded by C. Smith. All in favor – **Motion passed**

Recorded by: Cindy K. Smith Clerk

Approved by the Board of Trustees on: 02/10/21