

Rita Goul, Supervisor  
Carol Coyle, Clerk  
Mary Letts, Trustee  
Daniel Mieske, Trustee

**Visitors:**

*List with Clerk's copy*

**TOWNSHIP MEETING CALL TO ORDER:**

Township meeting was called to order at 7:00 pm followed by the Pledge of Allegiance, led by Supervisor, Rita Goul.

**ROLL CALL OF MEMBERS:** Dan Mieske Present, Mary Letts, Present, Chuck Hudler, Absent, Rita Goul, Present, Carol Coyle, Present.

**APPROVAL OF AGENDA:** Motion to approve the agenda, with two additions, was made by Rita and supported by Mary. No additional discussion. All in favor 4 Opposed 0. Motion carried.

**SUPERVISOR'S COMMENTS:**

1. November Birthdays – None reported.
2. Committee Changes - Rita noted committees will be changing in December and the Board will be looking for people to fill the vacancies. There is a sign-up board at the hall.
3. MCTOA – The annual MCTOA Christmas gathering will take place on Thursday, December 12<sup>th</sup>, 2024. The Township Board and guests are invited to attend. A list must be submitted by November 30<sup>th</sup>. As in the past, Board members attendance will be paid. The guest of the member is at the expense of the Board member. Asking for each person attending to donate \$10.00 to cover a basket for the give-away at the meeting.
4. Water District One Board Members – Rita asked to have herself and Dave Rothman be reappointed to the Water District Board. Motion made by Mary and supported by Dan to reappoint Rita and Dave to the Water District Board. No additional discussion. All in favor 4 Opposed 0. Motion carried.
5. Blight Update – The blight on Saiko road that was supposed to be cleaned up by December 1<sup>st</sup>, has gotten worse. Rita will contact the attorney and see what the next step will be.
6. Township Accomplishments – Rita reflected on the changes/accomplishments in the Township over the last 4 years. Within the first three weeks of taking office, resident Diana Mieske approached Rita and asked what could be done for the children of the Township. Due to the restrictions associated with COVID, there was not much allowed for the children. In the short time, a Santa parade was put together at the Park. A volunteer from the Fire Department played the role of Santa and came in to the Park on a Fire Truck. Many volunteers made cookies and treats for the children. This was well attended and much needed. In April, 2021, Dori Allen, the elected Clerk was not able to fulfill the duties of the office. Carol Coyle was sworn in as the Clerk at that time. In a short period of time, Carol realized many years of payroll taxes had not been paid and the financials were a mess. She reached out to a neighbor, Chuck Hudler, a retired accountant from Dow. Chuck became Carol's deputy and worked many, many hours to get the financials back on track. After two years, Chuck was able to get the Township back on track. Over \$23,000.00 was recovered and returned to the General Fund. In addition, Chuck has now taken over the Treasurer position. The Township has also benefited from the investments that Chuck has been making. The Township has realized a savings in audit fees because of Chuck's efforts. Carol has spent many, many hours cleaning up the cemetery books and organizing the Ordinance, Resolution, and Policy manuals. All the cemetery documents are now scanned and entered into an electronic file. Rita has worked with the ARPA committee to get a new

parking lot at the Township Hall. In addition, with the help of Starleen Eddy, a grant was written to get a backup generator at the Township Hall. This allows the public a safe, warm place to come, if needed. The ARPA committee has also purchased an AED for the Town Hall and Fire Department. A new pickleball court and fencing was put in at Woodside Park. There are new windows in the Township Hall. There have been several presentations by Floyd Andrick, at the Township Hall, for the public to enjoy. The Road Committee has worked to get roads paved, graveled, and seal coated to protect the Township investments. Rita and Dan Mieske sit on several outside committees to keep the Township involved in the community. The Planning Committee has worked on/updated the Master Plan. Dennis Goul, Jay Brown and Bob Kelley have worked to get the Park updated on many needed repairs. Floyd and Dan Andrick have worked to get the cemetery/chapel cleaned up and place flags on the Veterans and Firefighters gravesites. Rita has worked on many complaints, responded in a positive way, and created a way to track Water benefit/payoff fees. Lastly, Rita has written and submitted grants for the proposed new Fire Station. There was discussion on contracts and it was decided that any contracts entered into must be signed by both parties, prior to work beginning. In addition, before any payment is distributed, the responsible party on any contract, must sign off on the project. All in all, the Township is moving in the right direction because of all the hard work and dedication.

**CLERK'S MINUTES:** The Board packets were distributed to all board members on Monday, November 11<sup>th</sup>, 2024 (a complete copy of the Board packet is on file in Clerk's office). A motion to approve the minutes from the October Board meeting as written, was made by Rita and supported by Mary. No additional discussion. All in favor 4 Opposed 0. Motion carried.

**TREASURER'S FINANCIAL REPORT:**

1. Carol presented the Bank and Investment Balances as of October 31st, 2024. Those balances were reconciled with the Bank statements that were prepared by Chuck and reviewed by Rita. A motion to **accept and file the Treasurer's report** was made by Rita and supported by Mary. No additional discussion from the board. Roll call vote: *Dan, YES, Mary, YES, Carol, YES, and Rita, YES.* Motion carried.
2. Tax Update – Summer taxes are still being collected with penalties being paid by the property owner.
3. Point & Pay – There were 2 Point & Pay for the month of September. Chuck, Carol and Linda had a zoom meeting with BS&A about their credit card payment program. More on this in December.

**OUTSTANDING BILLS:**

1. Payment of Bills: In the Board packet was a copy of the bills from the General Fund, Fire Fund, Road Fund, Tax Fund, Solid Waste Fund, Water Fund and Lakeshore Fund. Carol noted two additional bills to be paid that needed approval. One was to Kevin Burns for Septic cleaning at the Park, Hall, and Chapel. The second one was to Midland County Road Commission for the work completed this year. No additional discussion. Roll Call: *Dan, YES, Mary, YES, Carol, YES, and Rita, YES.* Motion carried.
2. Budget vs. Expense report was provided to all members. The budget was reviewed with recommended changes noted. (A copy is on file in the Clerk's office). A resolution to amend the budget, with the recommended changes, was made by Rita and supported by Mary. No additional discussion. Roll Call: *Dan, YES, Mary, YES, Carol, YES, and Rita, YES.* Motion carried.
3. Payroll Summary and Liability reports were provided. Carol noted the ability to view a paystub on ADP site and if anyone was interested in learning how to access ADP, to please see her.

**DEPARTMENT REPORTS:**

**FIRE DEPARTMENT:** Brian noted he has been in various Fire Departments over the last 37 years and wanted to thank the Township Board for their professionalism and the work that has been done. In the month of September,

there were 5 Medical calls. Brian thanked Floyd Andrick and Rita for their work in putting together the Fund Raiser for the proposed Fire Station. A little over \$3,500.00 has been pledged/collected. Brian reminded everyone to only burn brush, leaves, and tree limbs. It is illegal to burn household items, treated lumber etc. Brian encouraged everyone to please call 911 if anyone witnesses other items being burned.

**PARK COMMISSION:** Cathie Kisser reported this has been an eventful year. In March, the Park Commission accepted the resignation of David Yahr and Doug Shoffner. Amy Ginter and Bob Kelley stepped into those positions and many things have been accomplished this year. The Park Commission is very thankful for all the volunteer hours put in by many people, especially Bob Kelley and Dennis Goul. The Park has been closed and the bathrooms will be winterized. The gate will remain open for anyone wanting to use the walking path. The Park Commission has asked the Board to approve a process/procedure. The procedure is to have at least 2 bids, preferably 3 for any project. The Park Commission must review and approve the contract. Then, the Park Commission will present the contract to the Township Board prior to approving a project. Two members of the Park Commission and the contractor will sign the contract. The completed project must be signed off by the Park Commission, before any payments are to be made. Rita made a motion to accept the procedure and Dan supported the motion. No additional discussion. All in favor 4 Opposed 0. Motion carried. The Park Commission also welcomed Kelly Eddy, the newly elected person, to the Park Commission.

**PLANNING:** No one from Planning was present to give the report. Next meeting in January, 2025.

**CHAPEL/CEMETERY:** Floyd stated the fall clean-up has been completed. Floyd will make arrangements to have the annual service done on the furnace. A big thank-you to the people that helped put the fundraiser together. The delicious soups, salads, and desserts were served by four members of the Fire Department. Also, Brian did a presentation on the proposed Fire Station and why there is a need for a new station.

**TOWNSHIP CODE AUTHORITY:** Dan Mieske reported the recommendations from both Hope and Mills Township did not pass at the TCA meeting. So, inspectors will be paid before the final inspections are completed. The next meeting is November 21<sup>st</sup>. There were 3 Electrical, 4 Plumbing, and 4 Mechanical permits for October.

**WIXOM LAKE IMPROVEMENT BOARD:** Bob Kelley reported the next meeting will be December 12<sup>th</sup> at the Billings Township Hall. Work has been done in Hope Township and in some canals. Need a hard frost for work to resume.

**ROAD ADVISORY COMMITTEE:** Next meeting will be in January. Otherwise, nothing to report.

**UNFINISHED/OLD BUSINESS:**

1. Election Update – As of this morning, the November Election had not certified. There was a record setting turnout this year.
2. Sprinkler Winterized – The sprinkler system has been shut off and winterized. Thank you to Dennis Goul for taking care of this project.

**NEW BUSINESS:**

1. Audit – Engagement Letter – Carol reported the Audit was completed and Berthiame had sent an Engagement Letter with expected cost for their services for the next three years. Darcie will be present in December to report the findings of the Audit. A motion was made by Rita and supported by Mary to hire Berthiame as outlined in their letter. No additional discussion. All in favor 4 Opposed 0. Motion carried.
2. Recycle Change – Carol received a letter from Republic stating the change for trash and recycle pickup for the next year. Both services will be on Tuesday, instead of Monday, beginning January 6<sup>th</sup>. Please see the schedule that was posted on the Township website.

3. ADP – Requested the opportunity to manage the Pension Program. Currently, Chuck and Carol are doing it, at no additional cost. After discussion, it was decided to not make a change.
4. Resignation from Planning – With the addition of Wendy Faber to the Township Board, Rita submitted her resignation from the Planning Committee and asked that Wendy Faber be the Board Representative. Motion to accept Rita’s resignation from Planning was made by Dan and supported by Mary. No additional discussion. All in favor 4 Opposed 0. Motion carried.
5. Resignation from Board of Review – Rita presented the resignation of Wendy Faber from the Board of Review. Motion by Rita and supported by Dan to accept the resignation. No additional discussion. All in favor 4 Opposed 0. Motion carried.
6. Thank you to Mary – On behalf of the Board and the Township, Rita thanked Mary Letts for her years of service to the Board. A cake was provided for snacks after the meeting. Mary expressed her pleasure serving the community.
7. Welcome to Wendy - On behalf of the Board and the Township, Rita welcomed Wendy Faber to the Township Board as the newly elected Trustee.

**BUSINESS FROM THE FLOOR:** None

1. Motion to adjourn at 8:16 pm was made by Carol and supported by Rita. No additional discussion. All in favor 4 Opposed 0. Motion carried.

Adjourned at 8:16 pm

Respectfully submitted.

Carol Coyle, Clerk