

# Claybanks Township

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March 12, 2018

## MEETING MINUTES

The regular meeting of Claybanks Township was called to order at 7:30 p.m. by Supervisor Smith with the Pledge of Allegiance. Members present: Smith, Eilers, Lombard and Rabe. Freye was absent with notice.

**Agenda Additions** – New Business J) Lawn Mower & Gator serviced

### Minutes

- (A) **Approval of February 12, 2018 regular meeting minutes** - David Rabe made a motion to approve the February 12, 2018 regular meeting minutes. Second by Daniel Lombard. All in favor. Motion carried.
- (B) **Approval of February 22, 2018 Budget Workshop minutes** - Daniel Lombard made a motion to approve the February 22, 2018 Budget Workshop minutes. Second by David Rabe. All in favor. Motion carried.
- (C) **Approval of February 26, 2018 special meeting minutes** - David Rabe made a motion to approve the February 26, 2018 special meeting minutes. Second by Daniel Lombard. All in favor. Motion carried.

### Accounts Payable

- (A) **Amend the General Fund Budget** - Zoning expense is over budget by \$1,282.11. Daniel Lombard made a motion to transfer \$1,282.11 from general operating expenses to zoning expense. Second by David Rabe. Smith, yes; Rabe, yes; Eilers, yes; Lombard, yes. Motion carried. New general operating expense balance \$11,647.46 and new zoning expense balance - \$0.00.
- (B) **Amend Park Budget** - Expenses over by \$178.18. David Rabe made a motion to increase the previous year rollover to \$15,178.18 and increase the budgeted expenses by \$178.18. Second by Daniel Lombard. Rabe, yes; Smith, yes; Lombard, yes; Eilers, yes. Motion carried. New budgeted expenses \$70,178.18.
- (C) **Approve March Payables** – Daniel Lombard made a motion to pay the general fund payables in the amount of \$6,344.55 and the park fund payables in the amount of \$621.61. Second by David Rabe. Rabe, yes; Eilers, yes; Lombard, yes; Smith, yes. Motion carried.

**Correspondence** – Miscellaneous correspondence was reviewed.

**Public Comment** – There were no public comments.

### Reports

- (A) **Financial** – General Fund \$184,561.64; Fire Fund \$40,184.19; Road Improvement Fund \$18,820.20, Park Fund \$65,299.63.
- (B) **Zoning Administrator** – Report given by John Muchna. Issued three permits. Received payment for two and the third payment was received previously with a variance application.
- (C) **Planning Commission** – Upcoming meeting April 17 at 7:00 p.m. to discuss solar ordinance
- (D) **Cemetery Committee** – Cleanup day is scheduled for April 28 at 9:00 a.m. with a rain date of May 5 at 9:00 a.m.

### Unfinished Business

- (A) **Zoning Administrator Job Opening** - After discussion, David Rabe made a motion to hire Sara Bizon for the position of Zoning Administrator with compensation to be as follows: Annual Salary - \$5,000.00; Mileage Reimbursement - \$0.50 per mile; Planning Commission meetings - \$35.00 per meeting; Zoning Board of Appeals - \$50.00 if inspecting site with ZBA, \$35.00 if not; Inspections - \$15.00 per inspection; Land Splits - \$50.00 per land split application. Second by Daniel Lombard. Rabe, yes; Eilers, yes; Lombard, yes; Smith, yes. Motion carried.

## **New Business**

- (A) Adopt FY 2018/19 Budget** – David Rabe made a motion to adopt the proposed budget for FY 2018/19. Second by Daniel Lombard. Eilers, yes; Lombard, yes; Smith, yes; Rabe, yes. Motion carried.
- (B) ZBA Per Meeting Pay Rate for 2018/19** - Brenda Eilers made a motion to increase the per meeting compensation for the Zoning Board of Appeals Chairman to \$100, and the remaining board members to \$50.00 per meeting, with the stipulation that prior to that meeting the entire ZBA visits the site requesting a variance. Second by Daniel Lombard. Rabe, yes; Smith, yes; Lombard, yes; Eilers, yes. Motion carried.
- (C) Fee Schedule Review** - Ads for hearings are averaging \$153, depending on the size of the ad, and compensation to the ZBA will be \$300.00, plus postage for certified letters and notification to property owners adding at least another \$10 to the cost of holding a public hearing for a variance request. Special use permits require the same publishing and postage costs, as well as \$260 in compensation to the Planning Commission members. We currently charge \$300 to consider a variance or special use permit application, plus the cost of the zoning permit (\$45.00). Our costs exceed what we are charging. After discussion, David Rabe made a motion to increase the cost of a variance application to \$600.00 with repeat requests doubling to \$1200 (plus the zoning permit). Second by Daniel Lombard. Lombard, yes; Rabe, yes; Smith, yes; Eilers, yes. Motion carried. Daniel Lombard made a motion to increase the cost of a special use application to \$600. Second by David Rabe. Rabe, yes; Smith, yes; Lombard, yes; Eilers, yes. Motion carried.
- (D) Adopt 2018 Poverty Guidelines** – David Rabe made a motion to adopt the 2018 Poverty Guidelines with asset test. Second by Daniel Lombard. All in favor. Motion carried.
- (E) Campground Notice from DEQ** – Daniel Lombard summarized the request from the DEQ for information on changes made in the township park to the number of campsites, number of electrical sites, number of water outlets, and sewer connections. The list of information required is partially complete.
- (F) Household Hazardous Waste Program** – Daniel Lombard made a motion to participate in the 2018 Household Hazardous Waste Program for the requested amount of \$275.00. Second by David Rabe. Eilers, yes; Lombard, yes; Smith, yes; Rabe, yes. Motion carried.
- (G) White Lake Ambulance Authority Letter** – Brenda Eilers read the letter from the White Lake Ambulance Authority, after discussion the board decided to continue with the services that we are currently receiving.
- (H) Shelby Public Schools Pride Day Request** - In the past Shelby Public School students have cleaned up at the park for a day and are looking for service opportunities again this year. Richard Smith will call and have them work on projects at the park again.
- (I) Park Administration Fee** – Tabled until next month.
- (J) Park Lawn Mower and Gator** – One of them has a soft tire, lawn mower blades were changed, but both should be serviced before opening the park for the season. Richard Smith will call to set this up.

**Supervisor Comments** - David Rabe asked if we have received notification from Jim Pease about retiring because he will be retiring from the City of Hart in June. We have not received notification from Jim Pease.

**Adjournment** - 8:40 p.m

Respectfully submitted,

Brenda Eilers, Treasurer in the absence of Mary Freye, Clerk