

Claybanks Township

November 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 Freye. David Rabe was absent with notice.

Agenda Additions – New Business D) Removal of South Bathroom at the Park

Minutes

- (A) Approval of October 8, 2018 regular meeting minutes** - Dan Lombard made a motion to approve the October 8, 2018 regular meeting minutes. Second by Brenda Eilers. All in favor. Motion carried.

Accounts Payable

- (A) Approve October Interim Payables** - Brenda Eilers made a motion to pay the general fund interim payable in the amount of \$63.68 to Staples. Second by Dan Lombard. Eilers, yes; Lombard, yes; Smith, yes; Freye, yes. Motion carried.
- (B) Amend General Fund Budget - Cemetery Expense Over Budget** - Due to a tree that needed to be removed, the Cemetery expense is over budget by \$600.00. Mary Freye made a motion to move \$600.00 from the Contingency Fund to the Cemetery Expense. Second by Dan Lombard. Smith, yes; Eilers, yes; Lombard, yes; Freye, yes. Motion carried.
- (C) Approve November Payables** – Dan Lombard made a motion to approve the general fund payables in the amount of \$8,350.62 and the park fund payables in the amount of \$489.22. Second by Brenda Eilers. Freye, yes; Eilers, yes; Lombard, yes; Smith, yes. Motion carried.

Correspondence – Miscellaneous correspondence was reviewed.

Public Comment – None

Reports

- (A) Financial** – General Fund \$178,594.74; Fire Fund \$66,566.86; Road Improvement Fund \$10,054.20, Park Fund \$68,599.18.
- (B) Zoning Administrator** – Report given by Sara Bizon. Issued two permits. Sent out a violation letter on construction of a barn without a permit, but did not send it certified. She visited the site and saw another building being constructed. Mrs. Bizon was instructed to send another letter by certified mail giving 10 days to obtain a permit.
- (C) Planning Commission** – Report given by Art Grumm. There are no more meetings scheduled for this year.
- (D) Cemetery Committee** – Nothing to report.

Unfinished Business

- (A) Municipal Civil Infraction Ordinance** - Dick Smith and Sara Bizon will meet with the new magistrate when they come on.
- (B) Solar Energy Draft Ordinance** - Brenda Eilers made a motion to table until the December regular meeting to allow the board time to further review the new wording.

New Business

- (A) Assessor Position and Contract** - Sara Bizon passed her Assessor Level I certification in October. Dan Lombard made a motion to hire Sara Bizon as the township's assessor. Second by Brenda Eilers. Eilers, yes; Lombard, yes; Smith, yes; Freye, yes. Motion carried. A contract was presented to Mrs. Bizon, but she did not agree to it. She wanted time to talk to her husband and get his recommendations. A meeting was set for Tuesday, November 20, at 7:00 p.m. for the board and Sara Bizon to continue the discussion of details of her contract and

sign it, if agreement can be reached.

- (B) Assessor Reimbursements** - Sara Bizon presented receipts for reimbursement of her certification expenses. They are \$175 for the 2019 license renewal; MI Assessor Association dues of \$100.00, hotel expense for overnight stay prior to test and 286 miles @ .50/mile. All expenses total \$559.25. Dan Lombard made a motion to reimburse Sara Bizon \$559.25 for her expenses. Second by Brenda Eilers. Freye, yes; Smith, yes; Lombard, yes; Eilers, yes. Motion carried.
- (C) PA116 Approval Procedure** - Discussion was held on how the board would like to have PA116 applications handled for approval. After discussion, Mary Freye made a motion to allow the Clerk to sign and approve the application and process it, then notify the board at the next regular meeting. Second by Dan Lombard. Lombard, yes; Freye, yes; Smith, yes; Eilers, yes. Motion carried.
- (D) Removal of South Bathroom in the Park** - Dan Lombard checked into what it would take to remove the south bathroom at the park, which is very old and in disrepair. He said Dean Twiss was not interested in taking it down. Swiharts said they would bring in a 20 yard dumpster, smash the building, remove the tanks and bring in sand to level it all off for \$2,040.00. Dan said the DEQ requires we provide four porta-johns to replace this bathroom. Dan Lombard made a motion to hire Swiharts to remove and clean up the south bathroom for \$2,040.00. Second by Brenda Eilers. Smith, yes; Eilers, yes; Lombard, yes; Freye, yes. Motion carried.

Supervisor Comments - None

Adjournment - 8:29 p.m.

Respectfully submitted,

Mary Freye