

# Claybanks Township

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December 13<sup>th</sup>, 2021

## MEETING MINUTES

The regular meeting of Claybanks Township was called to order at 7:30 p.m. by Supervisor Lombard with the Pledge of Allegiance. Members present: Dan Lombard, Peter Shlagor, Cheryl Rabe and Alice Holsomback Smith and David Rabe.

### (A) Agenda Additions –NB (G) Park Update

## Minutes

(A) **Approval of November 8th, 2021 Regular Meeting Minutes**—It was noted that there were several typos in the minutes that require correction. David Rabe made a motion to approve the November 8th, 2021 regular meeting minutes with the noted corrections. Second Pete Shlagor. All in favor. Motion carried.

## Accounts Payable

(A) **Approve December 2021 Payables** –Cheryl Rabe made a motion to approve the General Fund payables in the amount of \$8,336.95 and the Park Fund payables in the amount of \$557.90. Second Pete Shlagor. Alice Holsomback Smith yes. Dan Lombard yes. Pete Shlagor yes. Cheryl Rabe yes. David Rabe yes. Motion carried.

## Correspondence

(A) Miscellaneous correspondence was reviewed. The clerk also noted ongoing correspondence with the State of Michigan Treasury regarding a supposed underpayment dating back to June 2021.

**Public Comment-** Residents raised concerns regarding the state of roads at Indian Hills Rd and Roosevelt Rd, west of 44<sup>th</sup> Ave. The clay composition of the roads is causing a wash boarding effect and the grading by the county has been insufficient. The Supervisor expressed frustration that the county has not done a better job addressing the issue, as they are in fact liable. A resident also delivered a packet containing copies of all correspondence regarding the state of the township roads. The new Fire Chief of Grant Township introduced himself.

## Reports

- (A) **Financial-** The treasurer noted that we have been awarded the Emergency Rescue fund grant and should receive the first installment tomorrow. Winter tax collection has begun. General Fund - \$225,065.57; Fire Fund - \$114,720.82; Road Improvement - \$0.00; Cemetery Fund \$2,106.85, Park Fund - \$145,816.00.
- (B) **Zoning Administrator-** Issued 1 permit. Finishing up end of year inspections. Sara Bizon also noted that she has taken on the zoning position for Benona Township.
- (C) **Cemetery-** The clerk asked Art Grumm if he would participate on a transitional basis on the Cemetery Committee to ensure that knowledge is passed on. Pete Shlagor raised the idea of a Township Forester to lend knowledge and expertise to relevant decisions about the cemeteries and Township Park.
- (D) **Planning Commission-** The Chair noted that he will put out the 2022 schedule of meetings in January or February.
- (E) **Clerk-** The Clerk noted that the Trustream internet is active at the Township Hall.

## Unfinished Business

- (A) **Brownfield Authority Resolution-** Sara Bizon reviewed the benefits of the Township joining the Brownfield Authority, including tax abatements for residents. Alice Holsomback Smith moved to adopt the ***Resolution Consenting to Inclusion of Claybanks Township in County Brownfield Development Authority***. Cheryl Rabe second. Alice Holsomback Smith yes. Dan Lombard yes. Pete Shlagor yes. Cheryl Rabe yes. David Rabe yes. The resolution was declared adopted by Supervisor Lombard.

## New Business

- (A) **Presentation of Financial Audit Results by Brickley DeLong** – Eric, our CPA from Brickley DeLong, presented the results of the biannual audit of the Township’s financial records. There were no major issues found, although it was suggested that the Fire Fund and the Road Fund be their own accounts, apart from the General Fund.
- (B) **Approve 2022 Poverty Guidelines** – Sara Bizon introduced the resolution for the annual adoption of Poverty Guidelines, and noted that applicants must apply yearly. Alice Holsomback Smith made a motion to adopt the 2022 Poverty Guidelines. Second Cheryl Rabe. Alice Holsomback Smith yes. Dan Lombard yes. Pete Shlagor yes. Cheryl Rabe yes. David Rabe yes. The ***Resolution Establishing Poverty Guidelines for Exemption from Property Tax Contributions - 2022*** was declared adopted by Supervisor Lombard.
- (C) **Tax Tribunal Stipulation Agreement-** Sara Bizon informed the board that she has performed a sales comparison analysis of the property in question and the value seems closer to what the property owner is arguing. To prevent going to court, the property owner has asked that the township sign a stipulation agreement. David Rabe moved to accept the stipulation agreement. Second Pete Shlagor. David Rabe yes. Dan Lombard yes. Cheryl Rabe yes. Pete Shlagor yes. Alice Holsomback yes. Motion approved.
- (D) **Assessor’s Office Contact Policy** – Sara Bizon explained that this policy is part of a larger reform to make assessment information more readily accessible to residents and is similar to policies already in place in other townships. Pete Shlagor made a motion to adopt the Assessor’s Office Contact Policy. Second Cheryl Rabe. Alice Holsomback Smith yes. Dan Lombard yes. Pete Shlagor yes. Cheryl Rabe yes. David Rabe yes. Motion carried.
- (E) **Personal Property Policy** – This policy allows residents to state if anything has changed regarding their property value and due by February to the Assessor. Alice Holsomback Smith made a motion to adopt the Personal Property Policy. Second Pete Shlagor. Alice Holsomback Smith yes. Dan Lombard yes. Pete Shlagor yes. Cheryl Rabe yes. David Rabe yes. Motion carried.
- (F) **Pay Rates for Newly Established Commissions-** Cheryl Rabe moved that there should be a member cap at 5 members for the Park Committee and Cemetery Committee, not to meet more than one time per month, with a per meeting pay rate of \$35 for the Chair and \$25 for members. Pete Shlagor second. Alice Holsomback Smith yes. Dan Lombard yes. Pete Shlagor yes. Cheryl Rabe yes. David Rabe yes. Motion carried.
- (G) **Park Update-** Pete Shlagor noted that the biggest issue right now for the Park is the toilet replacement. There was discussion amongst the Board as to whether a survey of the Park was a necessary step to move forward. Pete Shlagor moved that we accept the bid from Westshore Engineering for \$1400 to perform of survey of the Park as a preliminary step to planning an appropriate replacement. Second

Alice Holsomback Smith. David Rabe nay. Chery Rabe yes. Pete Shlagor yes. Alice Holsomback Smith yes. Dan Lombard nay. Motion carried.

**Supervisor Comments-** Supervisor Lombard noted that he was glad to have the new Grant Fire Chief in attendance and thanked him for coming. He wished everyone a Merry Christmas and Happy New Year.

Adjournment – 8:59 PM  
Respectfully submitted

Alice Holsomback Smith