

Claybanks Township

April 13, 2020

MEETING MINUTES

Because of the Stay at Home, Stay Safe order by Governor Whitmer, this meeting was held via Zoom. To comply with the FOIA stipulations handed down by executive order, the link to the meeting and password were posted on the township's webpage. Three guests logged in and joined the meeting remotely from this information, along with the township's Zoning Administrator.

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

Agenda Additions – New Business C) Terrorism Coverage

Minutes

(A) Approval of March 16, 2020 Budget Hearing Minutes - David Rabe made a motion to approve the March 16, 2020 regular meeting minutes. Second by Brenda Eilers. All in favor. Motion carried.

(B) Approval of March 16, 2020 Regular Meeting Minutes - Brenda Eilers noted that under New Business (A) Approve FY 2020/2021 Budget, that it should read that David Rabe made a motion to "approve," not prove, the minutes. Brenda Eilers made a motion to approve the March 16, 2020 regular meeting minutes as corrected. Second by David Rabe. All in favor. Motion carried.

Accounts Payable

(A) Final Budget Amendment for FY 2019/20 - The Election Commission is over budget by \$113.00 (which will be covered by the State of Michigan reimbursement for the March Presidential Primary) and the Board of Review is over by \$802.96. Mary Freye made a motion to transfer \$113.00 from previous year rollover to Election Commission and \$802.96 from previous year rollover to Board of Review. Second by David Rabe. Rabe, yes; Freye, yes; Eilers, yes; Lombard, yes; Smith, yes. Motion carried. New Election Commission total - \$1,113.00. New Board of Review total - \$3,002.96. New previous year rollover - \$241,227.06.

(B) Approve April Payables - David Rabe noted that his April paycheck included payment for a Zoning Board of Appeals meeting that he was paid for in the prior month. Mary Freye suggested that we make an adjustment on the May check as payroll taxes had already been submitted for payment. David was agreeable to this. David Rabe made a motion to pay the general fund payables in the amount of \$15,245.77 and the park fund payables in the amount of \$7,253.83. Second by Dan Lombard. Eilers, yes; Lombard, yes; Smith, yes; Rabe, yes; Freye, yes. Motion carried.

Correspondence – We received notice that water tests at the park need to be completed before the park opens. Mary Freye will send this paperwork to Jesse Cisneros to complete when he returns as the park manager. Other miscellaneous correspondence was reviewed.

Public Comment – Pete Shlagor wanted to thank whoever cleaned up the trees on Cleveland and Scenic. He also noted that detour signs had been placed for tree trimming. Kim DeGrow stated that she lived in the Flower Creek Association and coordinates the water testing for Flower Creek. She has a draft of the results for 2019, which showed E. coli in the water, and is

looking for someone to do the testing for 2020. Dick Smith acknowledged that he did receive a copy of that test result.

A question was brought up about reservations that had been made before the quarantine and social distancing rules were put in place. If we are not allowed to open the park for camping in May, we will need to issue refunds. Brenda Eilers will keep an eye on that.

It was also noted that we will not be able to have Cemetery Cleanup Day in April due to the quarantine. Dan Lombard stated that he looked over Pine Grove Cemetery and thought if the township rented a leaf blower that he would be able to clean it up himself. The board was in full agreement with this and thanked Dan for his willingness to take on this big job. Mary Freye will contact Art Grumm about Flower Creek Cemetery and see if that needs much work this Spring.

Reports

- (A) Financial** – General Fund - \$289,806.26; Fire Fund - \$100,396.26; Road Improvement - \$118,494.45; Park Fund - \$107,231.06
- (B) Zoning Administrator** - Issued one permit.
- (C) Clerk** - Mary Freye wanted the board to be aware that our revenue sharing checks are expected to be much smaller as a result of the lack of sales due to Covid-19. These checks are figured on a percentage of sales tax every other month and with all the businesses having to close, sales tax revenue will be down. We won't know how much this will be reduced until the end of April.

Unfinished Business

- (A) Park Manager and Assistant Manger Contracts** - Dick Smith contacted Jesse Cisneros about he and his wife, Carol, returning as park manager and assistant manager this season. Jesse indicated they were planning to return. Mary Freye will mail contracts to them to sign and return. These will be the same as were offered last year.

New Business

- (A) Planning Commission Appointment** - Steve Jancek's term expires on 5-15-20. Dick Smith will contact him to see if he is willing to continue to serve on this commission.
- (B) Zoning Board of Appeals Appointment** - Roy Strait's term expired in February. Dick Smith will contact him to see if he is willing to continue to serve on this board.
- (C) Terrorism Coverage** - The insurance company offers terrorism coverage and the board needs to complete a form opting in or out of it. We have declined in the past. After the board reviewed what is covered with this endorsement, Dan Lombard made a motion to decline terrorism coverage on the township's property and liability policy. Second by Brenda Eilers. Lombard, yes; Rabe, yes; Freye, yes; Smith, yes; Eilers, yes. Motion carried. Mary Freye will complete the form to opt out and email it to our insurance agent.

Supervisor Comments - None

Adjournment - 8:10 p.m.

Respectfully submitted

Mary Freye