

# Claybanks Township

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February 8th, 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, David Rabe, Pete Shlagor, Cheryl Rabe and Alice Holsomback Smith. This board meeting was held by Zoom due to current guidance regarding the COVID-19 outbreak. Public invitation to this meeting was posted on the Claybanks Township website and the Township Hall.

**Agenda Additions** - No Agenda additions were offered.

## Minutes

**(A) Approval of January 11th, 2021 Regular Meeting Minutes-** David Rabe made a motion to approve the January 11th, 2021 regular meeting minutes. Second by Pete Shlagor. All in favor. Motion carried.

## Accounts Payable

**(A) Approval of February Payables** – David Rabe asked for clarification regarding bill for thermostat and furnace maintenance. After clerk clarified invoice, Cheryl Rabe made a motion to pay the general fund payables, in the amount of \$10,585.91 and the park payables in the amount of \$215.55. Second by Peter Shlagor. David Rabe yes. Alice Holsomback Smith yes. Dan Lombard yes. Motion carried.

## Correspondence

**(A)** Alice Holsomback Smith reviewed correspondence from the State of Michigan regarding the status of the township's F-65 and notified the board that she will acquire more information from the township CPA.

**Public Comment-** None

## Reports

**(A) Financial-** General Fund - \$314,824.44; Fire Fund - \$106,442.29; Road Improvement - \$60,774.64; Park Fund - \$130,510.27.

**(B) Zoning Administrator-** Issued 1 zoning permit. Performed 3 boundary adjustments. Sara Bizon presented the dates of upcoming Board of Review sessions and reviewed the State's guidelines that mandate virtual meetings through the end of this month. She also explained the need to approve an ordinance that allows residents to appeal the BOR by mail. She also reviewed a requirement for Board of Review members to attend training at least once every 2 years.

**(C) Cemetery-** Art Grumm presented the need in Flower Creek cemetery for an estimate to address the difficulty growing grass on parts of the cemetery. This could happen in the spring.

- (D) Planning Commission-** Art Grumm says he would prefer to suspend Planning Commission meetings until they can be held in person. The situation will be reassessed on an ongoing basis.
- (E) Clerk-** no report

### **Unfinished Business**

- (A) Municipal Retirement Systems - Advanced Contributions Reimbursement** – Alice Holsomback Smith made a motion that the money owed back to the Township from retiring members' annuity funds should be prorated accordingly and paid back to the Township. Second David Rabe. All in favor. Motion carried.
- (B) Appoint Member to Planning Commission-** Pete Shlagor made a motion to appoint Connie Campagna to the vacant position on the Planning Commission. Second Cheryl Rabe. All in favor. Motion carried.
- (C) Schedule Budget Workshop and Hearing** – At the suggestion of Dan Lombard, the Budget Workshop will occur on Tuesday February 23<sup>rd</sup> @ 7pm. The Budget Hearing will occur prior to the Regular March Board meeting, @ 7pm.
- (D) Condo Association Road Signs** – Peter Shlagor explained the process of obtaining signage for the condominium association and asked for the Board's approval to pass the request onto Road Commission. David Rabe made a motion to approve the road signs for the Claybanks Sunset Condominium Association. Second Cheryl Rabe. All in favor. Motion carried.

### **New Business**

- (A) Discuss appointing alternate members to Board of Review** – Sara Bizon expressed the need for the Board to appoint an alternate member to the Board of Review. With only three members, and alternate could assist with preparations and paperwork for the BOR and substitute when needed.
- (B) Resolution for local residents to protest Board of Review in Writing-** Sara Bizon presented a resolution to allow local tax payers to appeal to the Board of Review in writing. Peter Shlagor made a motion to adopt this resolution. Second David Rabe. All in favor. Motion carried.
- (C) Information on ZOOM subscriptions for remote Meetings** – Alice Holsomback Smith presented options for ZOOM subscriptions to accommodate extended remote meetings, such as the upcoming Board of Review. She made a motion to purchase a ZOOM subscription in the amount of \$149.90. Second Cheryl Rabe. Peter Shlagor yes. Dan Lombard yes. David Rabe yes. Alice Holsomback Smith yes. Cheryl Rabe yes. Motion carried.
- (D) Shelby Library Agreement** – After review, David Rabe made a motion to approve the agreement with the Shelby Public Library for \$1500 to ensure access to Claybanks residents. Second Alice Holsomback Smith. Cheryl Rabe yes. Peter Shlagor yes. Dan Lombard yes. David Rabe yes. Alice Holsomback Smith yes. Motion carried.
- (E) Oceana County Sheriff's Agreement** - After review, Alice Holsomback Smith made a motion to approve the agreement with the Oceana County Sheriff to ensure that the Township's Ordinances continue to be enforced. Second Cheryl Rabe. All in favor. Motion carried.
- (F) Household Hazardous Waste Disposal Agreement** - After review, David Rabe made a motion to renew the agreement with the Household Hazardous Waste Disposal Program for \$310.80 which will ensure that residents can continue to drop off hazardous

materials for appropriate disposal at their facility in Hart. Second Dan Lombard. Cheryl Rabe yes. Alice Holsomback Smith yes. David Rabe yes. Peter Shlagor yes. Dan Lombard yes. Motion carried.

**(G) Administrative Fee for Township Park** – David Rabe made a motion to charge an administrative fee of \$500 from the Township Park to cover the upcoming camping season. Second Cheryl Rabe. Alice Holsomback Smith yes. Dan Lombard yes. David Rabe yes. Peter Shlagor yes. Cheryl Rabe yes. Motion carried.

**Supervisor Comments-** Dan Lombard notified the Board that he is waiting on estimates for proposed Road Projects.

Adjournment - 8:25 PM

Respectfully submitted

Alice Holsomback Smith