

Kenockee Township Board of Trustees Meeting

February 8th, 2022

Meeting was called to order at 7:02 p.m.

Roll Call was conducted with all board members. Thirteen residents were present.

Supervisor Molesworth led the Pledge of Allegiance.

The agenda for this meeting was amended with one addition: 1 Addition under New Business. Clarification of donating to nonprofit enterprises.

Motion to Approve the Agenda with the addition was made by Trustee Schieweck and 2nd by Treasurer Shappee. Motion Passed 5-0.

Motion for Approval of the January 11th, 2022 and January 25th, 2022 Special meeting minutes as presented. Motion made by Treasurer Shappee 2nd by Trustee Schieweck to Approved the minutes as presented. Motion Passed 5-0

Treasurer's Report: given by Treasurer Shappee.

Township Bank Accounts:

Fire Capital Improvement Acct: \$106,615.06

Building Fund: \$19,984.77

General Fund Balance: \$147,190.57 and roughly \$93,000.00 is ARPA Grant funds to be place in a separate bank account.

General Fund Capital Improvement Acct: \$58,653.06

Parks and Recreation Balance: \$19,103.01

Fire Department Balance: \$40,809.54. A deposit of \$13,276.29 from closed Tri County account has been placed in the fire department account. Bank account balance does include the deposit.

Balances do not reflect February 8, 2022 meeting bills.

Treasurer Shappee addressed Supervisor Molesworth with a budget line question regarding an annual maintenance fee. Treasurer Shappee inquired where does the money on that budget line come from and \$57,000.00 listed as current tax real property and fees. Per Supervisor Molesworth the budget was adopted from 2 years ago from the prior board due to Covid and the budget was not done.

Supervisor Molesworth asked Treasurer Shappee if the building fund and township Capital Improvement fund should be the same. Treasurer Shappee advised that the Building Fund is the fund that holds resident bond money. Per Treasurer Shappee it must be kept separately. Per Treasurer Shappee some of the funds are the township funds, but she needs an updated bond spread sheet in order to move the funds. Bonds that have been forfeited are moved into the general fund. Treasurer Shappee stated that reviewing this year's fiscal budget showed that we were just over \$10,000.00 in bonds. She stated that until she receives an updated spread sheet, she is unable to transfer any funds at this time to the general fund.

Assessor's Report: given by Heather Stewart.

Our official AMAR review was completed with a couple of issues that need to be corrected. The AMAR asked that the township Resolution Setting Poverty Guidelines, correct a few sentences regarding assets and income. Heather stated she has prepared the new Poverty Guideline resolution with the requested changes from AMAR and asked for the board to vote on the new resolutions tonight. They will allow the township to be in compliance with AMAR. Heather stated, this was the end of the five-year audit. Besides the 2 issues stated. Heather advised, that the township has passed the audit. The new assessing audit starts this year. Heather advised, she will be presenting the board with new policies and state mandates to review in March. Heather stated that all information must now be accessible on line by the taxpayers this year. Treasurer Shappee advised, that the website is not currently live and that she needs to receive the information for the website to upload. Shappee stated, that the office Manager Kelli has sent numerous emails to committees asking for the information from them that they want uploaded. Currently the website has our ordinance book, permits and minutes uploaded. Heather advised, that none of the Assessing department is ready as of yet. Treasurer Shappee asked, for Board of Review minutes from 2021 should be uploaded as well. Heather stated, that she will provide that information as soon as possible. Supervisor Molesworth asked if any information regarding the poverty status being a privacy issue. Heather stated, except the individual poverty resolution application nothing else would be consider private information and is FOIA accessible.

Motion to Approve the Resolution: 22-01 Resolution Setting Poverty Guidelines for 2022 was made by Clerk Hill, 2nd by Trustee Schieweck. Ayes: 5 Nays: 0 Motion Passed 5-0.

Motion to Approve the Resolution: 22-02 Resolution to Allow Resident Tax Payers to Protest in Writing to 2022 March Board of Review was made by Trustee Schieweck, 2nd by Treasurer Shappee. Ayes: 5 Nays: 0 Motion Passed 5-0.

Treasurer Shappee stated that she would like to have the board recognize and congratulate Heather and her assistant Sue for the great job they did passing the AMAR Audit. The board congratulated Heather and Sue for their hard work and successful outcome.

Heather stated, that all Board of Review members are currently certified. Heather stated, that Jerry Nuss alternate has been stepping up with preparing for the upcoming meetings.

March Board of Review meetings are set as follows: Organizational Meeting March 8th 2022 at 9:00 a.m. The 2nd and 3rd meetings are set for March 14th, 2022 and March 16th, 2022 starting at 9:00 a.m. and will be held for 12 hours. Heather asked Clerk Hill if she wished for Herself to contact the Yale Expositor regarding the public postings.

Clerk Hill advised, that she wished Heather to contact the Yale Expositor regarding the postings directly so that they are posted per the appropriate guidelines. Clerk asked that copies of the postings be given to her when available.

Zoning Compliance/Enforcement Report: NONE

Fire Department Report: given by Chief Rottmann.

Fire Calls: 8 calls in January 2022: 5 Medical, 1 PI accidents, 1 Mutual aid fires, 1 fire.

January Training: driver's training, on spot chains, tanker training, radio communication, pump operations, and an ice/water training under the trestle.

Chief Rottmann thanked those who helped with obtaining information to submit for a grant for a new air fill station. He stated it is a \$50,000.00 American Rescue grant and he is hoping to receive a response back soon. He stated there were only four options to apply for with this grant and he stated the air fill station was the best option.

Chief Rottmann advised; the new radios have been received. He stated, that the handheld radios are all set up and operational.

Planning Commission/ZBA Report: given by Jim Muldoon

Supervisor Molesworth advised the board that he received a letter from Paul Morang stating that he wished to be placed on the planning commission.

Supervisor Molesworth made a motion to appoint Paul Morang to the open position on the planning commission, 2nd by Treasurer Shappee. All in Favor 5-0. Motion Passed.

Jim Muldoon advised, that the new commission members and position renewals within the planning commission are needing to be sworn in. Clerk Hill advised that she will make arrangements to swear them in. Jim stated that the zoning board administrator gave a report at their meeting stating not a lot of activity and there was supposed to be a submission for home occupation type 2 special land use for primary care giver. The committee was advised that the documentation was not completed, so they are not compliant. He stated as the other grow facilities if they're in violation, the township could have the code enforcement officer start the process of making them in compliant and fined. This is still an ongoing situation with

the ordinance. Jim stated, that there was a large discussion regarding the starting of solar fields in the township. Jim stated that this will be something added to the Master plan and public survey. He stated, that the committee does have documentation that is used from other townships to review and understand the ramifications of the solar process. General business happening this time of year. The by laws have not been updated since 2006. He stated that they don't expect any changes but asks that they be reviewed. The by laws will be voted on at the next planning commission meeting along with the election of officers for Chairman, Vice and Secretary positions. Supervisor Molesworth asked if a Resolution was needed prior to the planning commission working on the master plan. Jim Muldoon advised No; the resolution will be voted on following. Master plan quote from Rowe was sent to all board members to review. He stated it was added to the planning commission budget. Jim Muldoon stated, that he was looking for approval to get the process started. He stated, that the planner would be at the next planning commission meeting. He needs to get the quote and the process going to come in and provide a summary. The Master plan Update: The Master plan was adopted in 2018, it was 7 years old when completed with the 2010 census and 8 years old when it was approved and adopted. There has been good change with the 2020 census for the township and as we know from our assessor and administrator there has been additional changes since the 2020 census was completed. Jim Muldoon discussed the open meetings act with the new committee members. He wanted to inform them of the rules of communication, where with the current technology, communication among members can be only informational and that no decisions or implied decisions can be made. He discussed the agenda and planning commission meeting dates which are always the first Tuesday of the month unless there is an election. He advised the committee that an annual report needed to be done.

Parks and Recreation Report: given by Joshua Schieweck

Trustee Schieweck stated that the soccer sign-ups for this upcoming year started on the 2/7/22. He stated that they have already received 50 signed up to play on the first day. He stated, that the new lawn mower is in transit and it is unknown when it will be available the township. He stated that the check approval can wait until next meeting at this time.

Roads and Bridges Report: given by Supervisor Molesworth

Supervisor Molesworth advised, that the annual township meetings for township supervisors to meet with the Board of Road Commissioners will be held by zoom meeting Wednesday, February 23rd, 2022 at 4:00 p.m. He stated that the Road Commissioners have decided to not hold the annual road trip this year. He stated he spoke with Todd and Mickey and that the 3 of them would take a drive around to discuss the projects needed in our township. Treasurer Shappee stated, that she thought it was agreed upon by the board that Trustee Hawks was our liaison. Supervisor Molesworth advised, that it has to be the supervisor that does the ride along.

Supervisor Molesworth that he would like to do a ride around with Trustee Hawks when some of the snow melts to see the work needed within our township prior to his ride along with the county. He stated, that he did speak with the Todd at the county regarding berms. He was advised that an excavator was needed to complete this job and it's costly. They will be looking for other options to help with the berms. Supervisor Molesworth advised that the township distributed a lot more limestone this year to the roads than last year. He stated that chloride costs are rising (16% higher) and the township can't afford to do additional sprays at this time. The cost of stone is currently \$2 more a ton. Jim Muldoon stated, after the County Road annual meeting on February 23rd 2022, it will help provide more information to the townships in regards with what the county has planned them. Supervisor Molesworth was advised that at this meeting he will bring up the changes we like to see in Avoca with the Board Commissioners.

Supervisor Molesworth advised that he did make contact with MDOT Tom Anderson, regarding permits regarding the sidewalk update. He was advised by MDOT that the town didn't need to put in many ramps and sidewalks only had to be 4 feet wide. Supervisor Molesworth stated that they walked the town of Avoca, and ditching is needed in town. There is no ditching between the road and sidewalks. The sidewalks are under the grass and is carrying a lot of water. The curve of the road runs straight to the sidewalks due to no ditches. MDOT advised, Supervisor Molesworth that the township did not need to obtain engineered plans, that the township just needed a picture from google earth to show the plans for the permit. He stated, that the plan is to walk town again following the snow melting.

Old Business:

Checking account for American Rescue plan is still needing to be set up. Treasurer Shappee has contacted Choice One and waiting to hear back.

MERS: Issue with finishing the setup of our accounts, due to not having hiring and termination dates for all previous and existing employees of the township. Treasurer Shappee advised, that apparently this information was never given to Nationwide previously therefore, it is taking longer to try and find out this information with no employee records at the township that can be given to MERS. She stated that it is only the 457 plans with Nationwide that we are having issues with. Clerk Hill stated, that she is working on different avenues to obtain the dates and get them to MERS as soon as possible.

Property Next to Fire Hall: Trustee Hawks inquired about the status with obtaining the documents for the transfer of property per Sanford Fuller's request. Supervisor Molesworth stated, that the township attorney was attempting to contact him directly to get this process started and has been unable to reach Mr. Fuller. Supervisor Molesworth is to follow-up with the attorney.

New Business:

Annual Township Budget Meeting schedule:

Budget Meeting: March 15th, 2022 at 7:00 p.m.

Annual Budget Meeting: March 29th 2022 at 7:00 p.m.

April 26th, 2022 is the fire mileage deadline to submit the documentation to the county.

Supervisor Molesworth asked Assessor Heather Stewart to provide her documentation prior to meeting so that he may have it for his budget presentation.

New Office Manager: Treasurer Shappee advised that until the township has voted on the new position to hire a temporary replacement to cover the office until the board can decide. Ginger Pratt was interested in filling in temporarily until we can find a replacement.

Motion made by Treasurer Shappee, 2nd by Clerk Hill to hire Ginger Pratt as temporary office help at \$15 an hour until the fulltime position can be filled by the board. All in Favor 5-0 Motion Passed.

Check Printer has been purchased for \$335.75 with all of the check paper and micr ink

Non-Profit Enterprises: Supervisor Molesworth advised, that per MTA Attorney Catherine Mallhaupt ARPA money must be treated the same way as any other township funds. You may only spend the ARPA funds on things that would otherwise be lawful for the township to spend public money on. She stated, that she can say that it wouldn't be legal for the township to give money to a non-profit, unless the township is receiving equal value back from the non-profit, providing a good or service that the township can lawfully spend money on. Supervisor Molesworth advised; therefore, we are unable to give money to the cemetery or the Avoca Community Hall as we would have liked nor give money to Tri hospital EMS services.

Fire Board Meeting: it was discussed when the fire board would meet and it was established that the meeting will be held on Wednesday, 2/23/2022 at 7:00 p.m. at the fire hall.

Supervisor Molesworth advised, Clerk Hill to make sure that the dates of the upcoming meetings are posted on the door.

Treasurer Shappee inquired about 2 bills, 1 for iPad for the fire department, "Was this purchase for the truck?". Chief Rottmann advised, "Yes". 2. For Supervisor phone. She inquired, "Is it was working, we've tried several times to reach you and it goes to voicemail?". Supervisor Molesworth advised, "Yes, it's working, but everyone is calling his other phone."

Trustee Schieweck inquired, "if we had received the reimbursement from the school yet?". Clerk Hill stated that She was working on it to be submitted.

Approval of the Township Bills

Township Bills: \$27,947.23 Payroll: \$8295.66

Fire Department Bills: \$14,981.72

Parks and Rec's Bills: \$67.24

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Trustee Schieweck inquired, "if we had received the reimbursement from the school yet?". Clerk Hill stated that She was working on it to be submitted.

Motion to pay Monthly bills as presented and to pay the 2 outstanding Fire dept. bills in the amount of \$ 377.98 was made by Trustee Schieweck, 2nd by Treasurer Shappee. Roll Call J/Y, T/Y, B/Y, P/Y, H/Y Motion Passed 5-0. 5/Y, 0/N

Comments from the Floor:

Chief Rottmann inquired about the FOIA reimbursement checks to the firemen that worked on it. Clerk Hill advised that she was waiting to find out where to post the checks in BS&A for this to happen. Treasurer Shappee inquired that she had not received the check that she is aware of and will contact the Office Manager to get more information so that this can be taken care of. Chief Rottmann to provide an invoice to Treasurer Shappee for the FOIA. An income line needs to be added to the fire department budget lines.

It was discussed to have the payment information state that payment for Cost and Recovery must be a certified check or money order on the invoices being sent out.

Citizen inquired as to why the building inspector does not notify the resident when their building permit has passed its final inspection. She stated, that she did receive a call from the inspector after Clerk Hill had informed him of the situation. She stated, that he seemed upset that he was advised of this and she felt he was rude with her on the phone. She stated, that she feels that something should be left at the residence when a final inspection is completed, therefore, the resident will be notified at least in writing. The board will discuss this process with the building inspector.

Motion made by Trustee Schieweck, 2nd by Clerk Hill to adjourn meeting at 9:02 p.m.

Motion Passed 5-0.

Meeting Adjourned. Minutes prepared by: Clerk Hill

