

Kenockee Township Board of Trustees Meeting

November 10th, 2022

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

Roll Call was conducted with all board members. Twenty-five residents were present.

Supervisor Molesworth led the Pledge of Allegiance.

Motion to Approve the Agenda additions or deletions: Supervisor Molesworth stated that 1 deletion is the special meeting minutes for October 27th, 2022. It will just be the approval of the October 11, 2022 minutes as presented. **Motion to Approved the Agenda as Amended was made by Clerk Hill 2nd, by Trustee Hawks. Motion Passed 5-0.**

Motion to Approve the October 11, 2022 board meeting minutes as presented was made by Treasurer Shappee 2nd, by Trustee Schieweck. Motion Passed. 5-0.

Zoning and Code Enforcement report: given by Jim Golembiewski. He stated that lot split on Imlay City Road by Charles Francek. The property is a 10-acre piece that was split off from his parent's property. 1 parcel is 6.9-acres and his parent's property are 3 acres. He stated that he presented a copy to the board of regarding dangerous structures for review and discuss at the December meeting. He stated the enforcement officer is making contact again with the property located at 3702 Kilgore Road: The property with multiple trailers. He had given them a two-week warning due to more trailers showing up on the property. He stated that the owners are now moving the trailers out behind the house and not off the property.

He stated that he did have correspondents with the residents on Bryce Road however, they have not returned out to the property since September.

He stated that the township has received another complaint on Greenwood Road s/o M136 regarding a barn that was built illegally a few years ago. They have found contact information of the property owner and the enforcement officer has received their address. He is sending them a letter and calling in regards to the debris that is now piled up next to the structure. He closed out a few permits. 1. property at 8054 Avoca Road. He stated that it was in court and he did not do any inspections on the property so the funds can go to General Fund. Treasurer Shappee stated, that she was advised to refund the bond. Golembiewski stated, the bond should be taken on that property. It was forfeited.

Planning Commission: given by Jim Golembiewski. Jim stated the gentleman on Rynn Road has withdrawn his special land use permit. He stated that his bond should be returned to him. The owner stated to the Planning Commission that there is so much red tape to attempt to complete in order to grow vegetables for veterans.

Golembiewski stated, that a special public hearing is going to be held at the next Planning Commission meeting regarding a special use permit for a grow facility on Beard Road. Letters will be sent to surrounding residents regarding the meeting. He stated that the resident regarding the special use permit for property on Haley Road finally came into the office and got the paperwork. Trustee Hawks asked if the problem with the resident on Rynn Road regarding the special use permit was with us or the state. Golembiewski stated, that he was done with the township the problem was the red tape with the state of Michigan.

Treasurer's Report: given by Treasurer Shappee.

Township Bank Accounts: **Balances do not reflect November 10th, 2022 meeting bills and payroll.**

Treasurer Shappee stated that the township has received the parks millage funds in the amount of \$12,318.00 and it has been deposited into the parks account.

Fire Department Acct: \$56,043.223

Fire Capital Improvement Acct: \$106,719.99

Building Fund: \$23,999.25

General Fund Balance: \$118,405.00

General Fund Capital Improvement Acct: \$58,713.67

Parks and Recreation: \$12,318.00

Tax Account: \$193,887.21

ARPA Account: \$180,468.16

Treasurer Shappee stated she has contract from KCI for tax bill printing and mailing. They ask that the postage be paid upfront. The estimated postage is \$652.47. She stated that is all that is needed to be paid upfront from the contract of \$1,227.47. She stated that this is the 2nd time using the company and the first time everyone received a copy of their bill even if the resident taxes were being paid by a mortgage company. She stated that in theory everyone should receive a copy of their bill should they need them for filing their taxes. She stated that it did cause a bit of confusion for the residents last year. She stated, do we not want a copy to go to the residents? Treasurer Shappee stated, a message could be put on the tax bill stating that if their taxes are paid by a mortgage company, a duplicate is being sent to your mortgage company. She is asking for approval of the board to pay the initial payment of the postage to KCI to start this process. Treasurer Shappee stated, that she is meeting with Heather Stewart and Barbara Cutcher to finalize all property splits so that the tax bills can go to print.

Treasurer Shappee asked the board for approval to reimburse a park rental payment in the amount of \$50.00 for park rental and \$25.00 for concessions. She stated that the contract does not have a spot where it is listed the park rental/security deposit. She stated that the contract needs to be revamped. Because the security deposit needs to be broken out and the security deposit should not be deposited into the parks bank account because it's not the township money and therefore must be segregated. Trustee Schieweck stated that the parks is having a meeting next week and they will address the contract. Treasurer Shappee stated, that it should be done just like the building permits and that the security deposit should be written as a separate check.

Treasurer Shappee stated that she had bonds to be refunded:

3482 Kilgore Road: final on a garage and addition

3720 Fargo Road: Pole barn

9238 Brandon Road: Pool deck

9071 Bryce: Pole barn and deck

3082 Duce: Pole barn

9238 Brandon Road: pool final

She stated that she has a few that do not have a refund sheet for the bond check refund. She stated that she will return them to the office manager and have her make contact with the residents to find out where and to who she issues the refund.

Treasurer Shappee asked for clarification that the forfeited bonds are to be moved to the Capital Fund and General Fund. The board advised yes.

Township Audit: Treasurer Shappee stated that the audit has been completed and it was rough in the beginning. She stated that King & King is asking for board approval to submit the audit to the State of Michigan on behalf of the township.

She Stated that they noted some deficiencies in internal control and material weaknesses. Some of them they are aware that the township already has some corrections in process. Unfortunately, they are auditing as of 3/31 and at that time those corrections were not in place. He stated that he is aware of all of the corrections, but had to note them in the audit.

Supervisor Molesworth asked, does that mean that we are moving in a positive direction? Treasurer Shappee stated, absolutely. She stated that the if you look at the report the biggest things were policies and procedures. The credit card purchases with no receipts, unauthorized/legal expenditures. Incomplete payroll records. She stated that now that the payroll is under the same software we should no longer have an issue. She stated that she will

explain what he meant under the performance bond section. She stated prior to the new board, the old board never tracked the performance bonds. So there has always been an excess money in the township and it has been listed under previous audit reports. She stated that when this board came into office, a spread sheet was designed to track performance bonds. The auditors received copies of the spread sheets which shows too much money in the account. The auditor's recommendation was to balance the bond account with the (current) spread sheet and move the difference of funds into the general fund. They stated that in the event a performance bond comes up that is not listed on the current spread sheet but listed on the old bond spread sheet, then that bond would be refunded from the general fund. They stated that the current spread sheet should match the current bank account. They do not at this time and that needs to change. Treasurer Shappee stated that we should make that decision tonight.

Treasurer Shappee stated that the auditor listed that there should a separation of township funds in our budget lines. They are listed on page 2 of the first letter. It states that each section should have its own coding. Currently everything in our budget is coded 101 General Fund. The auditors stated that they have been asking for this to happen for years and for it to be done and for it to follow that State of Michigan's chart of accounts. Treasurer Shappee gave an example of the State chart of accounts. She stated, that general account may be 101, where the fire department would be listed as 201. She stated that she is in the process working with BS&A to make this happen per the auditor's advisement.

Motion made by Trustee Schieweck, 2nd by Trustee Hawks to approve the audit draft/ F-65 for submission to the State of Michigan by King & King. Motion Approved 5-0.

Motion Made by Clerk Hill, 2nd by Trustee Hawks to approve the estimated contract cost of \$1227.47 with KCI for tax printing and mailing and to pay the required upfront payment in the amount of \$652.47 for postage. Roll Call: Hawks/Y, Shappee/Y, Hill/Y, Molesworth/Y, Schieweck/Y. 5-Ayes, 0-Nays Motion Passed 5-0.

Assessor Report: Supervisor Molesworth advised the board that Karen Connell has asked to become our board of review alternate member and for board approval. Treasurer Shappee inquired if she lived within our township. Supervisor Molesworth advised, she does.

Motion made by Trustee Schieweck, 2nd by Trustee Hawks to accept Karen Connell as a township Board of Review alternate. Motion Passed 5-0

Fire Department Report: given by Asst Chief Engel.

Asst Chief Engel advised the board that Chief Vincent would like the board to consider hiring Kayla Mackin as a new probationary firefighter member.

Kayla Mackin introduced herself to the board. She stated, that she has wanted to join the fire department since she was thirteen. She wishes to help the community in helping others and she is very interested in learning and wants to become a firefighter. Supervisor Molesworth inquired if she is a Kenosha Township resident. She advised she is.

Motion Made by Trustee Hawks, 2nd by Trustee Schieweck to hire Kayla Mackin as a probationary firefighter and to include back pay for prior time training & work done with the fire department. Motion Passed 5-0. Clerk Hill swore in Kayla Mackin.

Chiefs report:

Five calls in October.

Engine 35 consumed 6.1 gallons of diesel. (See attached fuel log)

Tender 47 consumed 7 gallons of diesel. (See attached fuel log)

Received another past due bill from Radio First for \$70. (See attached)

Would like to Have our 19 SCBA tanks Hydro-tested at an estimated cost of \$700

Reviewed fall incident in the station.

Ordered books for class.

Tender 47 charging issue has been fixed. (Loose wire)

Still receiving bills from Radio First.

Trained on CO emergencies and Chimney fires.

Performed drivers training. All members must complete.

Congrats to the new EMTs.

Fire Class has started. Four members will have air packs.

Reached out to Box Alarm Chiefs about command staff changes and training.

Attempting to set up an instructor class in the county.

Called Jeffs Rubbish about a bill.

Called Tri-Hospital about a bill.

Completed radio ID list to be sent to Central Dispatch.

Still working on updating the Smoke list.

Performed new member background check.

Updated SCBA mask list.

Updated Truck log.

Thank you to the Potts family for setting up the Halloween candy operation and also to the members that handed out fire prevention items.

Checked with Central Dispatch about CAD to text and Kenosha Twp. non-emergency call status. (Expires in March of 23)

Updated sign in sheets.

Completed training schedule (see attached)

Captain Fones has completed a Risk assessment for the Fire Dept.

Also attached:

The list of requirements to be a Fire Chief in the state of Michigan. I also did confirm with the state that Company Officer 1 and 2 are interchangeable with Fire Officer 1 and 2.

Treasurer Shappee stated I have a question, Josh in our minutes last month, it stated that you already paid the invoice? Trustee Schieweck response was he did, he stated he attempted to call them. Trustee Schieweck stated that per Dayna (wife) the credit card receipt shows it's been paid. Treasurer Shappee stated, that maybe you should have Dayna take a picture and send it to them via email showing you paid. He stated that he forgot all about the bill until just now.

Gasoline Tank: Clerk Hill stated that the board voted last month to remove the gasoline tank and not the diesel tank. Asst Chief Engel stated, that they were requesting to use the tank until all of the gasoline has been removed and then they would need a gas card for future purchases. Treasurer Shappee asked, how much gas is currently in the tank? Asst Chief Engel advised; he was not sure at this time. He stated he believe it is currently over half a tank. Treasurer Shappee, asked that the board be notified when the tank is at a quarter tank. She stated it will allow time to obtain a fuel card for the department. Trustee Schieweck asked if the process could be started now. Treasurer Shappee advised if the card sits dormant, they will close them. Asst Chief Engel advised they would notify the board when the tank is at a quarter.

New Fire Engine: Trustee Schieweck stated, it's held up in Mexico at the International dealer, and they won't send it out due to no calipers. Treasurer Shappee inquired; how will this affect your sale? Trustee Schieweck, stated that he spoke with Grant from Spencer fire, who informed him that they have an Engine that the township could use, that could be rented for \$1.00 at their location. He stated the township could pick it up December 1, 2022. This will allow the township to sell Engine 35. Treasurer Shappee asked, is the Engine equivalent to the current Engine we have? Trustee Schieweck stated the tank is a little smaller, but it is a front-line engine. Trustee Hawks inquired, if something should go wrong with their engine who would be responsible to fix it? Trustee Schieweck stated, that the township would have to cover it. Schieweck stated, that we can get rid of 35 and use the funds to go towards the purchase of the new truck. He stated that Spencer is advising our new truck may not be available until the middle of January 2023. Treasurer Shappee stated, do you think maybe we should send the Chief and Asst. Chief over to the Spencer location to look over the rental truck prior to renting it? Asst. Chief Engel stated, that he is recommending that we go over and inspect the rental truck. Treasurer Shappee stated, that she's not comfortable agreeing to something that site unseen. Clerk Hill stated, that the township spent \$70,000 last year and the beginning of this year fixing it. Is it possible to get a maintenance agreement on the rental truck prior to renting it. I'm just concerned that if the rental truck causes more money fixing it,

It could take funds away from purchasing the new truck. Treasurer Shappee stated, I understand we don't want to lose the sale. Treasurer Shappee stated, I say we let them go look at the rental engine and have an agreement put together and sent to Supervisor Molesworth. Supervisor Molesworth could inquire about a maintenance agreement. She stated, maybe the township could be responsible for regular maintenance issue, but a major component maybe it could be a 50/50 maintenance responsibility. Trustee Hawks stated, we need to make a motion to approve them to go and look at it first and if it's presentable bring it back at that time. Trustee Schieweck stated, he would like to go over to look at it also. Clerk Hill inquired if the Supervisor could also go since he would be making the final decision on it for the board.

Motion made by Treasurer Shappee, 2nd by Trustee Hawks to approve the rental of Spencer Fire Engine for \$1.00 after the on-site inspection of said Engine by interim Chief Vincent and following Supervisor Molesworth's agreement of Spencer Engine rental agreement and they are confident that its going to fit our departments needs. Upon the approval from Interim Chief Vincent and Supervisor Molesworth the board agrees to rent the Engine from Spencer for \$1.00. Interim Chief Vincent may provide the rental check to Spencer at that time. Roll Call Vote: Hawks/Y, Shappee/Y, Hill/Y, Molesworth/Y, Schieweck/Y. 5-Ayes 0-Nays Motion Passed 5-0.

Supervisor Molesworth inquired if we have received the job descriptions from the fire department. Clerk Hill advised we have, however, she advised she was unable to print them. When printing the copies, they were not printing correctly and will have to be re sent again. She will forward the copies to everyone once this has been corrected.

Supervisor Molesworth asked if the Fire Chief job posting has been done. Clerk Hill advised, that posting were placed in the Yale Expositor and The Times Herald. She advised the only application received at this time was from James Vincent unless anyone else on the board has received any others.

Sale of Engine 35: Supervisor Molesworth stated, the sale of Truck 35 has gone through for \$60,000.00 minus the 10% \$6,000.00 commission to Firetec. The township will receive \$54,000.00 from the purchase. He stated that the fire board has discussed using the \$54,000.00 towards the financing of the new truck and if there is any kind of emergency, we have the capital in the fire departments capital improvement fund. He stated, that the township would use \$106,000.00 along with the \$54,000.00 towards the financing of the new truck. Treasurer Shappee stated, that She thought we weren't using the full \$106,000.00 towards the down payment. Supervisor Molesworth stated, that it's actually, \$105,000.00 being used. Clerk Hill advised that Trustee Schieweck presented her with the statement from Firetec Used Apparatus Sales. The 10% (\$6000.00) payment is due for sale of Engine 35. She advised, that Supervisor Molesworth agreed that payment should not be made until sale and payment received from purchasing agency has been completed.

Trustee Schieweck advised, that Firetec is aware of this and appreciates that the township has worked with them.

Motion made by Supervisor Molesworth, 2nd Treasurer Shappee to approve that the proceeds of \$54,000.00 from the sale of Truck 35 be added to the \$105,000.00 totaling \$159,000.00 to be used toward the financing of the New Fire Truck. Roll Call Vote: Hawks/Y, Shappee/Y, Hill/Y, Molesworth/Y, Schieweck/Y. 5-Ayes 0 Nays. Motion Passed 5-0

Treasurer Shappee inquired if the financing has been secured for the new truck. Supervisor Molesworth stated, it has not. He has received the truck total from the Spencer. He stated, there is no change orders nor will there be. He stated, we need to get the financing done. He stated, the township is going to get the financing prepared and ready to go once the truck is completed. He stated that he has already been working with Tri County on getting this completed.

Treasurer Shappee asked if the sale of the truck is coming in a bank certified check. Trustee Schieweck stated, a bank certified check. Clerk Hill stated, that is how we stated previously that the township wanted to receive it when Trustee Schieweck inquired. Treasurer Shappee stated, that if they want to do a wire transfer that will also work, then we can go to that account and obtain 1 check for Tri County Bank. Trustee Schieweck stated, that he will have their bank contact Treasurer Shappee directly. Supervisor Molesworth asked if the payment was coming from Firetec or the Oklahoma Fire Department. Trustee Schieweck stated, that full \$60,000.00 payment will come from Oklahoma Fire Department, then the township will pay the 10% commission (\$6000.00) to Firetec Used Apparatus Sales.

Trustee Hawks inquired are we releasing the title of Truck 35 at the time we receive payment? Trustee Schieweck stated, that they are willing to send payment now. Supervisor Molesworth stated that they could send it now. Treasurer Shappee stated, No, we need to inspect and set up the rental of the other truck first. If they send payment now, they will want the title. She stated if that occurs, we can no longer carry insurance on truck 35 and we wouldn't be able to use the truck. Supervisor Molesworth agreed, that we need to approve the rental truck first. Trustee Hawks stated, that he just wanted to clarify and not have us do something premature that could become a problem for the township.

Planning Commission: Mike Francek announced that he received his twenty-year certificate for being a planning board member. Congratulations Mike.

ZBA Report: None

Parks and Recreation Report: given by Joshua Schieweck.

Trustee Schieweck stated that Parks committee has a meeting on November 17, 2022 at 7:00p.m. He stated that the trunk or treat was a hit. Everyone had a good time. He stated, that he cancelled the dumpster for the season. He will also be moving the handicap toilet over to the township side for people to use while sledding on the hill. He stated that will be the only toilet being dumped every 2 weeks. Treasurer Shappee inquired if they could dump every 3 weeks instead. Trustee Schieweck stated, we could go to every 3 weeks. Treasurer Shappee stated, I would start at 3 weeks and see if it needs to be done more.

Treasurer Shappee asked if the concession stand has been winterized? Trustee Schieweck stated, that yes it has been. He inquired on what should be done with the extra food and drinks? Supervisor Molesworth stated, that you have the Christmas Parade and fire hall that could use the items. Trustee Hawks asked, how much stuff is left, dollar wise? Trustee Schieweck stated, about \$200.00 may be a little less. Treasurer Shappee stated, I think we need to look into how we are to dispose of leftover items. Trustee Schieweck inquired if he should do so or is she wishing to look into it. Treasurer Shappee stated, that she will look into it. Trustee Schieweck stated, that maybe he could hold a hotdog and hot chocolate day and see how things go. Trustee Hawks stated, what if we donate it to our fire department? Treasurer Shappee stated, that she will look into that also. Trustee Schieweck stated, that if he can donate it to the fire hall, he will do that. If not, maybe he could hold some winter event in January.

Roads and Bridges: given by Tod Molesworth. He stated, that he has not heard anything back from the new director at the county regarding the sign at Wales Center.

School Traffic: He stated, that he hasn't received anything communication back from the St. Clair County Road Director or Sheriff. He stated that he had put a proposal on the Avoca Facebook page regarding making the road a one way to help alleviate the current traffic situation. He stated, that he received a lot of feedback, mostly positive. Some stated that it would delay preschool too much. He did hear back from the Superintendent of Yale Schools, he stated, that they looked at the proposal but they weren't sure about the interaction between cars and buses. Trustee Schieweck stated, that he believes the road isn't wide enough and why the buses go down Main Street. He stated, that when he discussed it with them a few months ago, that he was advised that the Willow Steet culverts can't support the weight. Supervisor Molesworth stated, that there is no weight limit on the road. Trustee Schieweck agreed. But He was advised that the Building & Grounds/ Bus garage is who advised them that the road can't support the weight.

Resident advised that maybe if stop signs were installed at the schools it would help with traffic flow, because no one stops coming out of the parking lot. If there was a no left turn sign coming out of the parking lot this would help with making the traffic flow better. She stated, that the traffic would flow just like a one-way street without being a one-way and the most cost-effective way of solving this problem.

Trustee Hawks stated, that he has been speaking with people regarding a drop off location being placed west of the school area parking lot.

Supervisor Molesworth stated, that Jeri Fishel, director of the bus garage has reached out to him and he has to call her back regarding the issue. He stated, that she is willing to sit down and discuss the matter with him.

Supervisor Molesworth advised that Kenockee Township was approved for the 2023 Matching Funds Program for the replacement of the 2 large culverts on Beard Road w/o Kilgore. It's a matching grant where Kenockee Township will pay up to \$50,000.00 and will be match by the Road Commission up to \$50,000.00.

Motion made by Treasurer Shappee, 2nd by Trustee Schieweck that Clerk Hill submit the request for grant funds using our software update information to obtain the \$50,000 grant from County Commissioner Greg McConnell. Motion Passed 5-0

Copier: Clerk Hill advised that Nate from Brady came out to look at the copier. He at first stated, that the counter on the copier shouldn't be wrong. She stated, that she advised him that there was no way that the township copied as many copies as stated. Upon looking at the copier it was discovered by Nate, that our copier does not even have programming to select a single copy option. He stated, that yes, our copies are being duplicated as we stated. I advised him that we have been dealing with this situation since the last tech was out on June 15th. She stated that she has all communications and is working to get reimbursed for overage charges and to have the copier returned as soon as possible. She stated that they have spoken with Nancy at the accounting office and She will hopefully have something more regarding the matter at the December meeting. Trustee Schieweck stated, are we not getting a new copier? Treasurer Shappee stated, yes, but we need to get this messed cleared up first. Supervisor Molesworth stated that it is documented by Clerk Hill that we notified U.S. Bank and Brady's 3 to 5 months prior to end of contract that we were not renewing the contract with them. There is receipt that they received this cancellation notification. Trustee Hawks inquired, once we get rid of this copier what are we getting? Clerk Hill stated, that Treasurer Shappee was looking into other copiers and we do have the one from Staples. But until this is cleared up, we aren't replacing it yet. She stated that we are looking to get a desk top version that will correlate and be in the office area.

Trustee Hawks asked if we were still staying with the price allotment that was agreed upon or will that have to be adjusted. Treasurer Shappee stated, that we will have to reassess the situation with today's market price. Prices may have gone up and when we have the budget in tack.

ARPA Funds: Supervisor Molesworth stated that currently we have \$180,468.16 balance in the fund. He stated, that as of now the only thing we are currently spending funds on is BS&A program, Parks Department Electrical, Parks & Recreation parking lot. He stated, that as far as he is concerned that we leave the funds alone until next years budget is set.

Sidewalk Ordinance:

Clerk Hill inquired if the sidewalk grant was submitted. Supervisor Molesworth advised that it was not submitted due to needing measurements and other items that was needed in order to submit it by the deadline. We will be submitting it in February 2023. Clerk Hill stated, that we need to update the wording on the ordinance prior to the submission date. She stated that the current one didn't seem fair or what we all want for our residents. She stated, can this be looked at by all so that we can set it the way we want it to be worded. Supervisor Molesworth stated that maybe the planning commission can review it again and get the wording updated for what's best for our residents. The planning commission can get us the updated ordinance by January meeting.

New Business:

BS&A Issues: Per Treasurer Shappee stated, that we currently haven't any issues other than updating the classifications.

Vacating Birch Street: Supervisor Molesworth stated that we need to find out prior to doing anything with this situation. Why do we automatically vacate the alley to the county and not to the resident next to them too. Why not split down the middle? Treasurer Shappee stated, as long as you have the clearance of the well, that is the issue. Supervisor Molesworth stated, but the county wants us to vacate the whole alley. Treasurer Shappee stated, no, not the whole alley. Supervisor Molesworth stated so they're not interested in the back, but just up to the well. Treasurer Shappee stated, right, but my theory to that is first you should see what the requirements are for a well from property line. Because what if we vacate it and then the well still doesn't have the requirements regarding the property lines. We just did it for no apparent reason. Supervisor Molesworth stated, the well is going to be abandoned from what he understands. Treasurer Shappee stated, then why do they need it? Supervisor Molesworth stated, they don't. Treasurer Shappee stated, they said they couldn't sell the property or do anything with it until we vacate that section of the alley so that the well with the property can be with it. So your just telling me the well isn't going to be valid. Then that shouldn't be hindering it. It should be like selling vacant land.

Supervisor Molesworth stated, that before we do anything with Birch Street. We need to do further research regarding setbacks etc. He stated that we need to hold a public hearing inviting the neighbors. The Board agrees. Treasurer Shappee stated that this should take place next year. Supervisor Molesworth stated that he did speak with the county and they are going to talk about it further. Treasurer Shappee stated, this will allow us time to call and get regulations about the well, etc.

Revision of the Post Audit Policy: Supervisor Molesworth stated that the old policy was ambiguous, so this one more specific.

All claims shall be approved by the township board prior to payment except the following:

1. Payroll: maintenance wages, office manager wages, elections workers wages, does not include inspectors, enforcement officer or any other official receiving a 1099 form.

2. Utility Bills: DTE, Propane, Natural Gas or fuel and gasoline for fire department. Treasurer Shappee stated, I do not believe that fuel and gasoline for the fire department should not be on there. There is not a late fee on the bills and this does not give an opportunity for review. Supervisor Molesworth agreed. Treasurer Shappee stated, that fuel and gasoline will be removed from the policy.

Supervisor Molesworth continued with Policy wording: For bills that come in once a month. Treasurer Shappee stated, that line needs to be removed also. Because I can receive bills that are once a month that are not a utility, but this verbiage could be use for benefit. She stated, to remove this line and just list the utility companies that are listed.

3. Invoices with penalties or discounts that would be incurred if payment is not received prior to the board meeting where claims will be approved. (Payroll taxes and MERS).

These claims shall be post-audited at the next board meeting following their issuance. (Your payment schedule would indicate Voucher 101 to 104 were preauthorized by policy and approval by the board that evening).

The Supervisor may authorize emergency expenditures when deemed essential due to the imminent threat to the health, safety and welfare of the township. This does NOT include emergencies attributed to poor record keeping that could've/should've been handled at the previous regularly scheduled Township Board Meeting. Single emergency expenditures by the Supervisor will be limited to \$2000.00.

Treasurer Shappee stated, this would mean a separate check report for anything paid post-audit.

Motion made by Treasurer Shappee, 2nd by Clerk Hill to accept the revised post-audit policy as amended. Motion Passed 5-0.

Simple Policy requiring double signatures: Supervisor Molesworth stated, that Supervisor and Clerk signatures are required on all Resolutions and Change Orders. Clerk Hill to bring the policies stating this to the December meeting for board voting.

Trustee Hawks advised that RESA is coming into the area with Broadband. There has been a guy in town doing some engineering. He stated that they are going to bring RESA broadband from the school to the county and they want it down the road to the center of the intersection of M136/Main Street. He stated that RESA is located on the pole by his residence. He stated that they are possibly going to bring it to the corner and across the road. Trustee Schieweck stated its high-speed internet. He stated that he would inform the board so that we could be included on the contact regarding the project. The engineer is from Lapeer County School Engineering Department.

He stated that there is discussion also about installing a blinking caution light at the corner. He stated that the pole that may be need to be put in on the North side of the road, could actually be part of installing a blinking light. Trustee Hawks advised that he had contact information to give to Supervisor Molesworth.

Approval of the Bills as Presented:

Township Bills: \$29,154.97	Payroll: \$8,128.14	Elections Payroll: \$ 1777.50
Fire Department Bills: \$6,823.34	Payroll: \$1,806.33	
Parks Dept Bills: \$63.48	Payroll: None	

Treasurer Shappee stated, that she was not going to approve the Frontier Bill because it wasn't the full statement. That bill will be held until the statement is provided. Treasurer Shappee inquired why there wasn't a 2nd payment request for Township insurance. Clerk Hill stated that she had only received payment request for the fire department at this time. She stated, she will inquire if the township insurance is paid in full and only the fire department has installments. Supervisor Molesworth inquired about the BS&A payment. Clerk Hill stated, it was the annual fee payment. Treasurer Shappee stated, it is for **General ledger** system, **Budgeting system**, annual support per contract, **Accounts payable** system annual support per contract, **Cash Receipting** annual support per contract.

Treasurer Shappee stated that we had some permits that were pulled that never went anywhere, just as the building department does. If you all paid attention when Jim Golembiewski closes the permits due to no activity. He doesn't receive payment for these permits, because he didn't do anything.

Our mechanical/plumbing inspector has 2 permits that are being closed out and he is asking to be paid on the full amount. She stated, Clerk Hill asked her opinion and She stated that she didn't agree with paying the full amount. Payment should be for just the processing for the application, he didn't do anything other than that. She stated that we had adjusted the payments to reflect it, but we needed to discuss the matter at the board meeting. She stated she would like it documented that we are only paying 90% of work that is done, which is the process of the application. The Board agreed with this. All payments will be 90% of only the work that is performed and done by the inspectors.

Clerk Hill inquired if Asst Chief Engel had the purchase form for the personnel concepts bill. He stated that he did not have it with him, but will forward the copy to the office. Treasurer Shappee stated, do you know that they can be printed for free on line. Asst. Chief Engel advised he did not and that they have been ordering the posters for the last 4 years with this company. He stated, that they received the posters in the mail already.

Trustee Schieweck inquired if the referees from football season had been paid. Clerk Hill advised that the checks were written. Treasurer Shappee stated, that they do not get paid ahead of time. She spoke with Supervisor Molesworth and he agreed. She stated that she has the checks and following board approval they will be sent out. Treasurer Shappee stated that she feels that Trustee Schieweck should sign off on the payroll. This way there is no issues. He stated that he has a copy in their possession. He is okay with them being issued. Supervisor Molesworth inquired if the checks for things could be separated out. Clerk Hill advised that they are entered into the system individually, however, the system automatically pairs them up in one check. However, the information is broken down on the receipt and it is entered and broken down in the budget. Treasurer Shappee stated it will not allow for separate checks, its automatic.

Motion made by Treasurer Shappee, 2nd by Trustee Schieweck to pay bills present minus the Township Frontier bill until the statement is presented. Roll Call Vote: Hawks/Y, Shappee/Y, Hill/Y, Molesworth/Y, Schieweck/Y. 5-Ayes 0-Nays. Motion Passed 5-0.

Correspondents: Supervisor Molesworth stated, that the township received notification on a ½ day workshop being held on Wednesday, December 14th, 2022 in Gaylord or December 15th at the Lansing Community College. Topic: everything a board member needs to know about assessing. Cost: \$100 per person if paid before November 30th, 2022. Supervisor Molesworth stated, that he would like to attend and if anyone wishes to go they could car pool. Trustee Schieweck stated, that he would like to attend. Trustee Hawks stated, he would like to attend the meeting in Gaylord if they are going there.

Township Focus monthly magazine is available to look at.

Blue meets Green local and regional projects inventory. Supervisor Molesworth stated, we currently do not have any such projects in process.

Consumers Energy a woman is introducing herself as the community affairs manager for St. Clair and Macomb Counties. Supervisor Molesworth stated, that our area does not have consumers energy. He stated, that the letter states their plan states that they will be adding 8,000 megawatts of solar power by the year 2040. He stated that it inquires about how the community feels about solar power and solar fields. It inquires if ordinances are currently in place.

Supervisor Molesworth stated, that the township is now working on getting ordinances in place regarding solar energy. He stated, that he attended the Wales Township Board Meeting last week regarding the solar energy. He stated, that some of the players involved were present. He stated that the township is trying to get better ordinances in place.

Resident: Kim Limbbloom present Supervisor Molesworth with documentation (Almer Township ordinance) from Norm Stevens who have been instrumental with working with all of the townships regarding solar energy. She stated, that he won in federal court. He is currently helping Wales Township with their issues. Supervisor Molesworth inquired if we need Mr. Stevens permission to use the ordinance. She stated, that townships all over are using this ordinance verbatim. She stated that she will email a copy to all the board members and email a copy to the planning commission. She stated, that according to Mr. Stevens this is airtight if the township really does not want the solar coming in.

Comments from the floor:

Mike Francek stated that he sent a letter to the board requesting to be added to the agenda. He sent a letter to all of the board members asking questions. What is the policy to be added to the agenda? Supervisor Molesworth stated that when he spoke with Mike regarding being added to the agenda, he was down in S. Carolina. Mike stated that he sent questions to the board and he is corresponding to the board and the questions should be answered. Supervisor Molesworth advised that he was placed on last month's agenda however, was not here. He stated that you did not ask to be put on this month's agenda. Do you want to be on the agenda every month? Mike Francek advised, no. Supervisor Molesworth advised Mike Francek to give the questions you have to us now and we will add you to next month's agenda. Mike Francek stated, read the questions to everyone of what I would like answered. Mike Francek stated, he would read them.

On the subject of the Covid Relief Fund plan, I wish to know how each board member would utilize the funds. Here are some questions I would like the board to address:

1. Do we have a separate account?
2. How much money is in the fund?
3. What have we spent and on what?

4. What can the funds be used for?
 - a. Sidewalks in Avoca?
 - b. New sidewalk to the school?
 - c. 6ft drains on Beard Road?
 - d. In the park for a walking trail?
 - e. Better warning siren?

What else can we use the funds for? If we have \$240,000.00 in the fund how would each of the board members like to divide the \$240,000.00 up?

I would like to be put on the agenda until it is all spent.

Sincerely,

Mike Francek

Supervisor Molesworth stated that this all falls under ARPA on the Agenda. Are you wanting to be on the agenda yourself? Mike Francek stated, that as long as he gets his questions answered, it can just be under ARPA. I am just saying those questions listed he doesn't know the answer to and would like the board to answer them.

Rick Francek inquired from if anyone has seen the responses from the Planning Commission Survey, yet. Clerk Hill responded that the town halls and focus groups were just recent. The responses haven't been received as of this time. She stated, that she will inquire about getting the information for him.

Resident Kim Limbbloom inquired if we could post the results on the township page. www.kenockeetownshipmi.gov . Treasurer Shappee stated that the website should be placed on the Agenda page so that people may have it available to them.

Motion made by Supervisor Molesworth 2nd by Trustee Hawks to adjourn the meeting. Motion Passed 5-0.

Meeting Adjourned at 9:13p.m.

Minutes prepared by: Clerk Hill