

## Kenockee Township Board of Trustees Meeting

December 13<sup>th</sup>, 2022

Meeting was called to order at 7:07 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: Motion to Approved the Agenda as Amended was made by Treasurer Shappee, 2<sup>nd</sup>, by Trustee Schieweck. Motion Passed 5-0.**

**Motion to Approve the November 10, 2022 board meeting minutes with amendment to zoning section regarding parcel property acreage was made by Treasurer Shappee 2<sup>nd</sup>, by Trustee Hawks. Motion Passed. 5-0.**

**Zoning and Code Enforcement report:** given by Jim Golembiewski. No new splits and no new complaints this month. He stated that he will be reviewing the dangerous building ordinance and have it for the January meeting. Treasurer Shappee advised that the township cannot charge permit fees for Agricultural buildings. She stated that the township can only charge for site plans. Supervisor Molesworth stated, that we need to review this and discuss it further at the January meeting. Treasurer Shappee stated, that when the demo permits were discussed that it was not discussed to charge the permit fee again following the 30 day deadline. She stated, that the resident would have to apply for a 30 day extension with showing that there was improvement to the property only. The discussion was made to have up to 90 days in extensions and if the property clean up was not completed it would be then that they would have to purchase an additional demo permit. Golembiewski to review and put together a policy for the January meeting regarding this matter. No Code Enforcement Report given.

**Treasurer's Report:** given by Treasurer Shappee.

Township Bank Accounts: **Balances do not reflect December 13th, 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: \$48,402.71**

**Fire Capital Improvement Acct: not available at time of meeting**

**Building Fund: \$23,257.14**

**General Fund Balance: \$78,945.02**

**General Fund Capital Improvement Acct: \$58,742.46**

**Parks and Recreation: \$15,303.69**

**Tax Account: \$231,740.78**

**ARPA Account: \$180,522.06**

Treasurer Shappee stated the township failed the audit. The F65 was denied. She stated at this tie the township needs permission from the State of Michigan to take on new debit/loans. Shappee stated that she was in the process of complying with the State requirements to correct the F65 by the State deadline. **Motion made by Supervisor Molesworth, 2<sup>nd</sup> by Treasurer Shappee to table the \$2000,00 State application until following the refiling of the F65. Motion Passed 4-1.**

Treasurer Shappee requested that the board address adding an ACH Policy in January. She stated, that all tax payments have been sent out to the residents.

**Assessors Report:** None given at meeting.

**Fire Department Report:** board accepted report given by Interim Chief Vincent

The board accepted three resumes for the position of Fire Chief. Applicants are James Vincent, Gerry Nuss and William Click. The board will do required background checks with St. Clair County Sheriff's Department. Interviews will start in January 2023. Supervisor Molesworth advised Interim Chief Vincent that he will remain Interim Chief until January. **A special Meeting will be held on Wednesday, January 4<sup>th</sup>, 2023 at 7:00p.m.** The board discussed the need to add members to the fire board. The current members are Tod Molesworth, Jim Muldoon and Pete Walters. The discussion of updating the current SOP's/SOG's ordinances, by laws and job descriptions will be discussed at the January 2023 meeting. The board discussed reviewing a few sections at a time and updating them monthly. Emmett Fire Chief was present at the meeting to let the board know that contract discussion will start in January 2023. He stated he would like to meet possibly at the end of January 2023 to start the townships contract. Supervisor Molesworth stated he will contact Dick Pierce to set up a meeting time.

**New Truck:** The board discussed the delivery date of new truck. The current estimated time of delivery is January/February 2023. The board discussed the sale of truck 35 and leasing a truck from Spencer. The board agreed that it was in the best interest not lease at this time. The sale of the truck 35 is on hold. The board will discuss that status again in January 2023 following the refiling of the township F65.

**Planning Commission:** board accepted the report given by Jim Muldoon. Muldoon stated that discussion regarding the schedule fees for Type 1 & Type 2 Occupation and Special Land Use was discussed during their meeting. He stated that the Master Plan Survey results were now available and presented to the board members. He stated that a new date and time for the Focus Group needs to be posted in the Yale Expositor. **Focus Group will be held January 12, 2023 at 2:00 p.m. for Municipalities and 7:00p.m. for Businesses.** He stated that they will be looking at new moratoriums the current ones are not helpful for solar.

**ZBA Report: None**

**Parks and Recreation Report:** board accepted the report given by Joshua Schieweck.

Trustee Schieweck stated that Christmas tree lighting and lighted parade will be held on December 17<sup>th</sup>, 2022 started at 6:00p.m. with the tree lighting and the parade will start following. Trustee Schieweck discussed with Clerk Hill why a payment was not made to Yale Hardware. Clerk Hill stated, that it was never received and once she received it from him, she stated that Treasurer Shappee stated, that she would not accept it without the receipt. She stated that she asked for receipt and was not given one, so she went to Yale Hardware to obtain the paperwork that Treasurer Shappee stated she would accept. Payment was part of the monthly bills.

**Roads and Bridges:** board accepted the report given by Tod Molesworth. He stated, that the county is working to replace the sign at Wales Center and Lapeer Roads.

**School Traffic:** He stated, that the situation is still being reviewed. He is hoping all involved can come up with a solution regarding the traffic flow situation that will benefit all involved.

**Copier:** further discussions regarding the copier situation. Supervisor Molesworth stated we need to unplug it and push it aside and purchase a different one.

**New Business:**

**Motion made by Clerk Hill, 2<sup>nd</sup> by Treasurer Shappee for Policy for Double signatures (supervisor & clerk) on all resolutions. Motion Passed 5-0.**

**Motion made by Treasurer Shappee, 2<sup>nd</sup> by Trustee Hawks for Policy for Double signatures (supervisor & clerk) on all change orders. Motion Passed 5-0.**

**Trustee Report:** None given.

Board will implement a hiring policy at the January 2023 meeting.

Hiring of Karen Connell (BOR) as a back up for office manager. Trustee Schieweck inquired as to why Ms. Connell was hired without board approval. Clerk Hill stated, that she was not hired as of yet and present tonight for the board to discuss. She stated that Ms. Connell was in office reviewing the job responsibilities with the office manager to see if she would like to pursue the position. A resident made a suggestion to the board that anyone handling money for the township should have to go through a background check. The board agreed. A background check will be done on Ms. Connell prior to hiring. The board will address this again at the January 2023 meeting.

Treasurer Shappee stated, that she would like to see the Grant applications that all are applying for. She stated that she would like to have a hiring policy in place next month. She also addressed the purchasing of Adobe software through Quill. She stated that is something that needs to be updated at the township offices.

**Approval of the Bills as Presented:**

Township Bills: \$36,335.07

Payroll: \$6,843.14 (twp.)/ \$1,111.00 (pc)

Fire Department Bills: \$876.96

Payroll: \$2,798.23 Kayla Mackin (not pd due waiting on her returning her employment paperwork)

Parks Dept Bills: \$396.21

Payroll: None

Supervisor Molesworth stated, that he is requesting the U.S. Bank and Brady bills be removed. He stated we are done paying them anything else. Treasurer Shappee stated, that the Clerk Assoc. annual dues should wait until a new deputy is chosen by the clerk. Treasurer Shappee also stated that she would like to review the attorney bills. She believes we may have paid him for some of the invoices already.

**Motion to pay bills as amended made by Treasurer Shappee, 2<sup>nd</sup> by Trustee Schieweck. Roll Call Vote: Hawks/Nay, Shappee Yay, Hill/ Yay, Molesworth/Yay, Schieweck/Yay Motion Passed 4-1**

**Comments from the Floor:** Mike Francek presented the board with a letter requesting answers to questions that he had. He is asking for his answers by the January 2023 meeting. He inquired on how to be added to the monthly agenda.

Motion to Adjourn the meeting at 10:21p.m.

Motion Passed 5-0

Minutes prepared by Clerk Hill