

**CENTERVILLE TOWNSHIP BOARD
MONTHLY MEETING MINUTES
Wednesday, December 13, 2023 7:00 PM**

Present: Ron Schaub, Katrina Pleva, Elizabeth Chiles, Joe Mosher, Dan Hubbell

Guests: Township planner Chris Grobbel, Township attorney Chris Bzdok, 10 guests in person and 4 on Zoom.

1. Call to Order/Pledge of Allegiance - Supervisor Schaub called the meeting to order at 7:01pm

2. Review Agenda/Additions/Public Comment/Approve Agenda

- Add 4.2 Northwest Education Services

MOTION: Schaub moved to approve agenda as revised, seconded by Pleva.

Yays:5 Nays:0

3. Previous Meeting Minutes

- **1. November 8, 2023, Regular Meeting Minutes -**

- Under Treasury report, first sentence. Collecting summer taxes should be just Leland schools, not Glen Lake.
- Under Zoning administrator Administrator's report third line down, should be lien, not lend.
- MOTION: Mosher moved to accept previous meeting minutes with corrections, seconded by Pleva, Yays:4 Nays:0. Dan Hubbell abstained

- **2. December 12, 2023 Closed Meeting Minutes -**

- Board will review at the January meeting.

4. Township Financial Update

1. Treasurer's Report - Pleva reported the Glen Lake school board met and voted to collect their school operating taxes in the summer rather than winter. Those that live in the Glen Lake school district will see that change in July 2024. Pleva recommends to the board that Centerville charge the same fee as Leland which is \$2.50 per parcel **to collect said taxes for the Glen Lake School.**

MOTION: Schaub moved to accept the treasurer's report, seconded by Hubbell.

Yays:5 Nays:0

MOTION: Pleva moves to approve the agreement with Northwest Education Services to collect their summer property taxes for 2024. Seconded by Hubbell. Yays:5 Nays:0

2. Reconciliation for November - Supervisor Schaub selected a couple of invoices to review and found everything in order.

5. Invoices - Review and authorize payment -

MOTION: Pleva moved to pay invoices, Seconded by Chiles, Yays:5 Nays:0

6. County Commissioner's Report. - No report.

7. Clerk Report - Things are going well with all the township hall updates, the Absentee Voter Counting Board/file storage room is now under construction. Easling is doing a fine job for the township; they will also install the new ~~ballet~~ ballot-box which must be bolted into the concrete.

New window installation should also be completed by next week.

8. Supervisor's Report - Schaub has nothing new to report but will address the Moratorium and site plan issues on the agenda.

9. Zoning Administrator's Report

1. Rogers/Lake Shore Drive -

- There have been some appeals filed with the court by Brian Rogers. Supervisor Schaub met with the township attorney. There are a number of steps in the process which likely won't wrap up until March. The judge may call for mediation, therefore, this continues to be a lengthy process. Schaub will take it off the agenda until there is more to update.

10. Planning Commission

1. PC member Mosher thanked members of the public in attendance at the December 4 meeting for helping to return the hall to its' pre-meeting state, even though it was late when the meeting concluded. Mosher reported the following:

- the PC discussed Northgate's second site plan application and went through FOF (Finding of Facts) to resolve continuing issues or issues that the PC may not have had a chance to vote on previously. Ultimately a motion was entered to deny the application which passed 2-1. Therefore, the second application from Northgate was denied. All the documents should be online.
- the Planning Commission discussed brief updates from the (STR) short term rental sub-committee.
- a resolution was entered, discussed, and passed requesting the township board implement a six-month moratorium on site plans in the township. The last couple of years has seen considerable development pressure within Centerville and site plan reviews have highlighted the need to update language and information in the Zoning Ordinance to better enable the PC to guide development consistent with the township's Master Plan. The PC voted unanimously in favor of requesting the board to consider a moratorium to allow them to focus on making necessary updates to the Zoning Ordinance.
- Representatives from Amoritas Vineyards and from Under Canvas spoke at the meeting. Their site plan was presented and the PC was able to ask a few questions; however, due to the lateness of the meeting the discussions were not complete.
- if the Moratorium passes, the PC would like to put their focus on the ZO in order to get the review and updates completed within a six-month time frame. The intention is to complete this as quickly as possible, hopefully will not require the entire six months.
- In addition: the PC also has an open position on the commission. Anyone interested should submit an application before the end of December 2023. PC is hoping to have a full board by the February scheduled meeting. Schaub suggested the idea of having an alternate, Board and PC will have to confirm with the ZBA if this is a possibility.

- there is an open position on the PC. Anyone interested should submit an application before the end of December.
- The next regular meeting of the PC is scheduled for February 5. A date for a special meeting in January is under consideration.

2. Discuss Moratorium on Site Plans – The Board discussed the timeframe of the proposed Moratorium.

MOTION: Schaub moved that the Centerville Board of Trustees approve the resolution for the moratorium with the end date of 5/31/24. Second by Pleva. Discussion: It was suggested to extend the Moratorium to June 30, 2024, due to the PC not having a confirmed meeting in January and wanting a full 6 months' time to review and complete the review. The Board confirmed with Chris Bzdok, township attorney, that if either the first or second Northgate site application comes back per the court or via the ZBA, it would trump the Moratorium. However, if Northgate submits a new site plan application it will be subject to the moratorium.

MOTION: Schaub formally amended the Motion to have the Moratorium end June 30, 2024 .

Vote: Yays:5 Nays:0

11. Cedar Area Fire and Rescue Board

1. Board member report/Yearly Budget - Schaub reported that the CAFR wants to move to a 1-yr budget as it is not easy to project a 2-yr budget. The board discussed and agreed. It was suggested the Interlocal Agreement be amended to state that the second year budget cannot exceed the 2-yr millage amount.

2. Next regular meeting: Thursday, January 4, 2024, at 2:00PM

12. Board – Unfinished Business -

- 1. Hall remodel/Windows** - still in progress.
- 2. Brian Rogers** - covered under zoning report

13. Board – New business

1. Move February meeting - Previous supervisor had the February meeting scheduled for the first Wednesday of the month in February.

MOTION: Chiles moves to move the February meeting to the 14th, which is the second Wednesday of the month, Seconded by Pleva. Yays:5 Nays:0

2. Appoint /Renew Board membership (PC/ZBA)- Jeff Smith's term on the ZBA is ending on December 31, 2023, Mr. Smith did agree to serve another term.

MOTION: Schaub moved that the Centerville Board of Trustees renew Jeff Smith's term on the ZBA for 1-yr, with the term expiring on December 31, 2024. Seconded by Chiles.

Yays:5 Nays:0

14. Upcoming Township Meetings - Wednesday, January 10, 2024 at 7:00PM

15. Motion to Adjourn - Schaub moved to adjourn at 8:06pm. Seconded by Hubbell.

Respectfully submitted, Beth Yoder, Recording Secretary

Clerk's Signature  Date: 1/11/24