

SUBMITTED: 11-21-23

APPROVED: 12-18-2023 (amended)

**BINGHAM TOWNSHIP
REGULAR BOARD MEETING MINUTES**

November 20, 2023, 7:00 p.m.

1. CALL TO ORDER

Midge Werner called the meeting to order at 7:02 p.m.

2. ROLL CALL

Midge Werner, Supervisor	Present
Kathy Morio, Clerk	Present
Sandra Grant, Treasurer	Present
Jeff Layman, Trustee	Present
Todd Stone, Trustee	Present
<i>Quorum Present</i>	

In attendance: Steve Patmore, Zach Marano, Jim O'Rourke

3. PLEDGE OF ALLEGIANCE

4. AGENDA APPROVAL

Sandy/moved, Todd/supported to approve the agenda as presented. Motion carried.

5. CONFLICT OF INTEREST - None

6. APPROVAL OF MINUTES

October 16, 2023 (Regular Board Meeting) – Correction: 2 sentences in section #10 were reworded.

Midge/moved, Sandy/supported to approve the minutes of October 16, 2023 as presented and amended. Motion carried.

November 6, 2023 (Special Meeting) - **Sandy/moved, Kathy/supported to approve the minutes of November 6, 2023. Motion carried.**

7. PUBLIC COMMENT

Jim O'Rourke – The County is working on their budget. There will be a survey going out to the County's 123 employees to gather information about the working environment at the County. He also explained how the County is trying to fill the Financial Officer position.

8. OLD BUSINESS - None

9. NEW BUSINESS

a. Parks & Rec policy update

Midge and Todd made some changes to the Parks & Rec by-laws in Section 7, Safety. Park stewards are not to enforce rules themselves. **Engage with public on behalf, as representative, of the Bingham Township.** Incidents should be reported to the

Supervisor and the police should be called if there is a safety concern. A recent incident was discussed: a park steward's right to freedom of speech, Township liability, and a steward's code of conduct that is expected. Midge suggested that we have the attorney guide us in the wordage used in the by-laws. It was agreed that the Township needs to address how to handle a safety situation and the role of the park steward. Stewards are expected to follow a code of conduct. The Incident report document was reviewed. The Incident report needs to be submitted to the clerk or supervisor in a timely fashion. It was agreed that the by-laws (safety section) and the incident report should be reviewed by the attorney.

10. COMMITTEE, STAFF, AND OFFICER REPORTS

- a. Parks and Recreation Committee – Todd Stone
The by-laws were discussed as above. The Committee is moving forward with the 5-year plan. The committee met with the Road Commission concerning the parking area at Boughey Park. Gosling Czubak was contacted about an approximate cost for the project. It was asked if Parks & Rec information is connected with the Township's website. Steve Patmore can help with a link if it is needed. A survey of the public would be needed for the 5-year plan. Midge noted that there were 3 garbage totes left at Bingham Park. Kathy will call GFL to get them picked up.
- b. Building and Grounds Committee – Kathy Morio
The construction is coming along nicely. The flagpole rope is broke. Maybe the fire department can help in getting a new one installed.
- c. Cemetery Committee – Midge Werner
The forester gave a report on the trees in the cemeteries at the last meeting. A two-person committee will review the report. This will aid in planning for the budget meeting. Whiteford Maintenance did a lot of trimming which looks very nice. The boundary at Bingham needs to be checked out. The roof of the building at Keswick is in bad shape. Maybe Kurtis could look at it.
- d. Zoning Administrator/STR Administrator – Steve Patmore
There were 78 short term rental registrations in 2023. 86 is the limit. Questions and registrations have already come in for 2024. Steve Patmore attended the TTCI technical meeting. MDOT has a tracking model of roads which includes Bingham Township. Traffic coming out of Bingham to Traverse City will be tracked. Midge talked about a possible plan to connect Harris Road to Zimmerman Road.
- e. Planning Commission – Steve Patmore, Jeff Layman
The Planning Commission had a good meeting on the Master Plan/Goals and Objectives. A draft of the Master Plan should be available early next year.
- f. Fire Authority (documents mailed) – Sandra Grant
At the last meeting, it was decided to apply for the 2% grant to help pay for a tanker truck.
- g. Assessor's Quarterly Report (January, April, July, October)
No report.

Angela Friske mentioned giving Dan Priest a raise in pay. He currently gets \$5.00 a vacant parcel and \$8.00 a parcel for occupied parcel. It was decided to raise his rate from \$5.00 a vacant parcel to \$5.50 a vacant parcel and for occupied parcels from \$8.00 a parcel to \$8.50 a parcel, retroactive to July 1, 2023. This would need a resolution.

Sandra/moved, Jeff supported to adopt Resolution 231120.1 increasing Dan Priest's wage from \$5.00 a vacant parcel to \$5.50 a vacant parcel and for occupied parcels, from \$8.00 an occupied parcel to \$8.50 an occupied parcel, retroactive to July 1, 2023.

<u>Voice Roll Call</u>		
Midge Werner	Yes	
Kathy Morio	Yes	
Sandra Grant	Yes	
Jeff Layman	Yes	
Todd Stone	Yes	Motion Carried.

- h. Treasurer – Tax bills go out November 29, 2023. The audit went great. We have to sign a document that we accept the audit. Large budgeted items on the statement this year were for the addition. The building of the addition would go on this year and its furnishings will go on next year's.

Sandra explained CD's and CDAR's. CDAR's are getting more interest. CDAR's can earn us over \$20,000 a year. Every dollar in the Township is insured.

Midge/moved, Todd/supported to accept the audit report for year ending June 30, 2023. Motion carried.

- i. Trustees

Jeff Layman asked about what a Township manager does and if it would be something for Bingham Township. Midge responded with an explanation and noted that Bingham Township is too small for a Township manager.

- j. Clerk

- Vendor and Payroll Reports

There was one addition to the Vendor Balance Summary of \$27.21.

Sandy/moved and Midge/supported the vendor balance of \$43,768.95 and payroll total of \$11,652.96. Motion carried.

Sandy suggested and discussed adding funds to the election line item 245.262. With the new election laws, more funds may be needed to run elections. It would be easier for the Clerk if the funds were available in the elections line item. The election line item is currently \$12,563.05. Sandy felt the fund should be at \$30,000 or \$40,000. Putting more in this line item would eliminate amending the budget at election time. The money would come from the general fund.

Sandra moved/Todd supported to move \$27,436.95 from the general checking to line item 245.262 elections fund. Motion carried.

k. Supervisor

Midge reported that the barge is getting repaired. It is not known where it will be moved to. It needs to be moved by December 8. She also reported that a group called Twin Flames is looking to put together a retreat center in Bingham Township. The group supposedly helps people in relationships. Steve Patmore has not heard anything about it as yet. Midge mentioned that there will be a Christmas Party at 5:30 p.m. before the December meeting. Details to follow.

11. PUBLIC COMMENTS AND ANNOUNCEMENTS - None

12. ADJOURNMENT

The meeting was adjourned at 8:47 p.m.

Respectfully submitted,
Cindy Kacin
Recording Secretary

The next meeting is December 18, 2023.