

CENTERVILLE TOWNSHIP MONTHLY BOARD MEETING
Wednesday February 1, 2023 7:00PM
Centerville Township Hall; public may participate via Zoom
MINUTES

PRESENT: James Schwantes, Ron Schaub, Katrina Pleva, Elizabeth Chiles, Dan Hubbell
GUESTS: 4

- 1. Call to Order/Pledge of Allegiance:** Supervisor Schwantes called the meeting to order at 7:00 PM
- 2. Review Agenda/Additions /Public Comment /Approve Agenda**
 - 1. County Commissioner's report** Kama Ross presented her report. She highlighted progress on broadband internet initiative, efforts in affordable housing in Cedar, recycling and large-scale composting in the county; she also mentioned Leland Dam Authority is accepting applications for 2 member-at-large vacancies. Trustee Hubbell requested that the Commissioner engage Solid Waste Council to look into opportunities for business access to recycling. Question from Public as to how this would work for household waste. Response was that initial composting would address institutional waste. See township website for a copy of the commissioner's report.
 - 2. Public comment regarding the proposed FY 23-24 budget--none**

MOTION: Chiles moved to approve agenda as submitted; seconded by Pleva. Motion carried. Yeas: 5
Nays: 0
- 3. Previous Meeting Minutes**
 - 1. January 11, 2023 Regular Meeting Minutes**
 - **Correction:** Incomplete sentence in Clerk Report, page 3--strike
 - **Correction:** Item 12 under Cedar Area Fire and Rescue Board --correct Chief Doornbos

MOTION: Schaub moved to accept **January 11, 2023 minutes** as amended; seconded by Schwantes. Motion carried. Yeas: 4 Nays: 0
 - 4. Township Financial Update**
 - 1. Treasurer's Report** --Winter property tax--approximately 440 parcels are yet to be paid. Check received from Grand Traverse Conservation District to compensate for flier that was included in the winter property tax notice.

MOTION: Chiles moved to accept the Treasurer's report as presented; seconded by Schaub. Motion carried. Yeas: 5 Nays: 0
 - 2. Reconciliation deferred to next month due to early meeting date**
- 5. Invoices--Review and authorize payment** -- due to short month, checks will be issued next week, so that vendors do not wait for a 5 week period to be compensated. Schwantes noted that he is having the Clerk create a budget accounting prior to paying invoices, in order to ensure that a budget amendment will not be required. Clerk to check the following: Legal budget item under Township Board needs to be updated in the budget to \$20,000; Zoning Board of Appeals, needs to be increased to \$13,500; Medicare and FICA budgeted expenses also require amending by \$510.65.

MOTION: Schwantes moved to accept invoices and pay as presented; seconded by Schaub. Motion carried. Yeas: 5 Nays: 0
- 6. Clerk Report**--none
- 7. Supervisor's Report**--Supervisor completed Census Bureau boundary, indicating that the township boundary had not changed. He also completed the Asset Forfeiture report for MI State Police, stating that the township had no seized illegal assets. He attended the Quarterly Supervisors' Meeting. Mat Ansonge provided an Assailant Training and discussed emergency planning. He is available to provide training to the township board if desired and is available to provide an assessment of safety conditions within the Hall.

MOTION: Chiles moves that the Supervisor be reimbursed for attending the annual MTA conference (2 days, fee is \$390.00). Seconded by Hubbell. Motion carried. Yeas: 5 Nays: 0

Supervisor spoke with Craig Brown (Road Commission) and he confirmed they will be chip-sealing Ski View. Letters to residents will go out in March, the township cost will be 50% of the total cost.

8. **Board of Review** – All Board members completed training. Meeting dates for the year have been set. March 7 is organizational meeting; March 13, first appeals meeting; March 16 second appeals meeting.

State is now requiring township to provide property owners (free) access to their property tax records through the township website.

MOTION: Schwantes moves that the Board contract with BS&A to provide public access to the township's property tax records on our website which is required by the Department of Treasury. This service will be free for the taxpayer and have a small charge for other users. Seconded by Chiles.

Motion carried. Yeas: 5 Nays: 0

Assessor has requested a per parcel assessment raise to \$12. Supervisor indicated that if Board is in agreement, that cost will be worked into the budget, no motion required.

9. **Zoning Administrator's Report**—

1. **Lake Shore Drive**—Judge granted summary disposition against the defendant. The order will be submitted next week. After the court has signed the order, there will be a 21-day appeal period before the order is official, at which point the defendant will have 6 months to comply with the order conditions in terms of timing and required remediation.

10. **Planning Commission**

1. **Board representative's report**—no meeting

Consider motion designating township Planner as Zoning Administrator for Site Plan Applications

MOTION: Schwantes moves that the Centerville Board of Trustees (the Board), recognizing that the Township Ordinance under Article XIII Procedures for Site Plan Review requires site plan applications be submitted to the Zoning Administrator to determine completeness before submission to the Planning Commission for review, and that the Zoning Administrator assists the Planning Commission in their review of the application, and that the Board has now hired a Planner to assist the Planning Commission in its duties, the Board hereby designates the Planner to be the Zoning Administrator for Site Plan Applications.. Seconded by Hubbell. Motion carried. Yeas: 5 Nays: 0

2. **Next regular meeting: Monday, February 6, 2023 at 6:30PM** (Chiles to represent Board at meeting).

11. **Zoning Board of Appeals**—met on 1/17/23 and approved 12/20/22 meeting minutes.

12. **Cedar Area Fire and Rescue (CAFR) Board**

1. **Board member report**—none.

Supervisor met with current and former Fire Chief as well as township supervisors G. Julian and T. Stein to discuss updating of the interlocal agreement approved in 2015. All agreed that existing agreement works well and merely requires updating, removing previous references to transition. Schwantes to provide draft; group will review on April 26. If all are in agreement, updated agreement will proceed to the township boards for review.

2. **Next regular meeting**--Thursday, February 2, 2023 at 2:00 PM

13. **Board – Unfinished business**

1. **Hall remodel**—there has been no progress to date in meeting with the builder. Township may need to seek alternatives.

2. **FY 23-24 Draft Line Item Budget**—Change 22-23 Actual Property Tax amount to \$32,998.52

1. **Salary Resolutions** – (proposed budget reflects these salary increases, full resolutions are attached). The following 3 resolutions provide for salary increases for the township supervisor, clerk and treasurer.

Resolution to establish the Supervisor's annual salary Resolution #2023-1

The attached resolution offered by board member Pleva.

Supported by board member Schaub.

Upon a roll call vote, the following voted:

Chiles: Aye Hubbell: Aye Pleva: Aye Schaub: Aye Schwantes: Aye

Summary: 5 Aye 0 No.

Resolution to establish the Clerk's annual salary Resolution #2023-2

The attached resolution offered by board member Hubbell.

Supported by board member Schaub.

Upon a roll call vote, the following voted:

Chiles: Aye Hubbell: Aye Pleva: Aye Schaub: Aye Schwantes: Aye

Summary: 5 Aye 0 No.

Resolution to establish the Treasurer's annual salary Resolution #2023-3

The attached resolution offered by board member Schaub.

Supported by board member Hubbell.

Upon a roll call vote, the following voted:

Chiles: Aye Hubbell: Aye Pleva: Aye Schaub: Aye Schwantes: Aye

Summary: 5 Aye 0 No.

14. Board New business

1. 2023-24 Meeting Schedule

MOTION: Schwantes moves that the Board of Trustees continue to meet following the current schedule; the second Wednesday of the month at 7:00 PM, except in February, when the Board will meet on the first Wednesday. Seconded by Schaub. Yeas: 5 Nays: 0

15. Upcoming Township Meetings:

- 1. Next regular Board of Trustees Meeting: Wednesday, March 8, 2023 at 7:00PM**
- 2. Township Annual Meeting: Saturday, March 18, 2023 at 10:00 AM**
- 3. Township Special Budget Meeting and Public Hearing following Annual Meeting**

16. Public Comment—Question: What is happening with Leelanau Pines? Response: Currently, nothing is happening. The ZBA has approved their minutes. A FOIA going back 10 site plans has been requested. No other action.

17. Motion to Adjourn 8:10 PM

Respectfully submitted,

Clerk's Signature: _____ Date: _____