

Centerville Township Board of Trustees
Regular Meeting
April 12, 2023

Call to Order: Jim Schwantes, Chair, called the meeting to order at 7:00 PM.

Attendance: Present: Jim Schwantes, Katrina Pleva, Beth Chiles, Dan Hubbell, Ronald Schaub. Staff Present: Recording Secretary Brigid Driscoll.

Public: Brendan Mullane, Garth Greenan, Kama Ross, Brian Booth, Patsy Conklin (on Zoom)

Public Comment: None.

Agenda: The BOT revised the agenda to include Special Agenda Item 3 -Brian Booth – Grounds Maintenance, Add in Financial Update Item 4.7 Database Management Agreement.

Hubbell moved to approve the revised agenda, second by Schaub. All in favor, motion carried.

Special Agenda Items:

1. Road Commission Presentation
2. County Commissioner's report: Kama Ross said there was not too much to report on since last meeting. Drain districts continue to be a big topic. The county is gearing up to refresh the county handbook. A finance director for the county has been hired. The yearly audit is in progress.
3. Brian Booth – Grounds maintenance: BOT agreed to hire Mr. Booth to do grounds maintenance for 2023 season. Schwantes requested he sign on as an employee with a W2 for insurance purposes. Booth agreed.

Revise/Approve Minutes:

The BOT revised the draft minutes of March 8, 2023 to include spelling and grammatical corrections and remove covering the maintenance for the database from the Treasurers Report.

Schwantes moved to approve the March 8, 2023 regular meeting minutes with the revision, seconded by Hubbell. All in favor, motion carried.

The BOT approved the March 18, 2023 Special Budget Meeting minutes. **Johnson moved to approve the March 8, 2023 regular meeting minutes with the revision, seconded by Hubbell. 4 in favor, 1 abstained.**

Township Financial Update:

1. Treasurer's Report-In addition, Pleva requested to open an account at 4Front Credit Union. **Hubbell moved that the Centerville Township Board of Trustees authorize Katrina Pleva and Deputy Treasurer Tesha Milliron to open and manage an account at 4Front Credit Union, seconded by Schwantes. All in favor, motion carried.**
2. Balance Sheets for March 31 and April 1 2023 Assigned Unrestricted balances for FY23-24 will be set at Roads: \$116,640.00 and Fire Department Back-up Fund: \$128,222.00. Unassigned, unrestricted balance will start out at \$132, 627.35. This sets the

unassigned balance at 50% of expenses as per BOT policy

3. Adopt 2023-24 Compensation Schedule- Schwantes suggested setting ZBA at \$100 as they have similar duty to PC and meet rarely. \$50 if organizational only meeting. BOT agreed by consensus.

4. April 30 ARPA Report Clerk reported that she and Treasurer are working to meet the April 30 deadline.

5. Budget amendment needed due to the increase in the Par Plan premium:

Schwantes moved that due to an unexpected increase in the Michigan Par Plan Insurance premium, the Centerville Board of Trustees amend the FY 23-24 Township Budget, increasing Insurance and Bonds by \$1000.00 from \$6,500.00 to \$7,500 using unallocated anticipated revenues. This will reduce the expected unallocated adjusted balance from \$76,122.85 to \$75,122.85. Second by Chiles. All in favor, motion carried.

6. Reconciliations for March BOT reviewed and Supervisor signed report.

Invoices: Review and authorize payment Schwantes and Chiles reviewed FY 23-24 budget in Quickbooks and made sure it was correct starting out. **Schwantes moved to approve invoices, Pleva seconded. All in favor, motion carried.**

Clerk Report: For the May 2 election, 155 ballots have been sent out and 93 have come back so far.

Supervisor's Report: Schwantes spoke with cleaning person regarding a regular schedule (will be Monday before second Wed), return extra key, \$75 per cleaning. Leland Library Board requested participation in their long-term planning process. Chiles has agreed to work with them as our Board rep. On 4/4 he participated in a 3-hour Road Asset Management Workshop on Zoom. On 4/6 he met with Deb Allen and Trudy Galla re: brownfield site assessment money. On 4/10 he received an email from Nancy Popa Lake Leelanau Lake Association. Nothing going to happen with boat wash in Cedar. She would like us to put up a sign at the boat launch. There are two options. He will put this on May agenda. Schwantes will meet with Betsy Coffia at the hall at noon on May 5.

Board of Review: 4 veteran's exemptions, 1 poverty exemption extension, 1 poverty exemption denial.

1. Adopt poverty test guidelines for 2023. **Schwantes moves that for the purpose of determining eligibility for the Tax Year 2023 under the township Resolution # 2021-02 Policy for Poverty Exemption Income Guidelines and Asset Test to Comply with Michigan Public Act 253 of 2020 the Board of Trustees adopts the federal poverty guideline for household income published in 2022, that the cash assets for the total household may not exceed 10% of the federal poverty guideline, and that the non-cash assets for the total household may not exceed \$5,000.00. Seconded by Chiles. All in favor, motion carried.**

2. Reviewed compliance with state guidelines for assessing for 2023.

Zoning Administrator's Report: Schwantes talked with Tim Cypher regarding Park Model issues at Leelanau Pines, this is an assessor concern. He let Cypher know that he saw Brian

Rogers had obtained an erosion control permit. Cypher has had phone call from Mr. Rogers. Neither has seen anything in the way of cleanup on the property. No other issues this past month.

Planning Commission:

1. Hubbell reported that having Chris Grobbel contracted as Planner to assist the PC including reviewing the ZO was very helpful.
2. Considered change in Site Plan language. See motion for change in Zoning Ordinance.

Zoning Board of Appeals: None

Cedar Area Fire and Rescue Board:

1. Schaub reported that they're going to be under budget for 2022.
2. One of the three guys hired as a firefighter received a better offer and will not be joining. The chief is confident that he will be able to fill the position.
3. Wild land fire protection enclosure for summer tax bill mailing. BOT agrees to do this for CAFR with CAFR covering cost.
4. Schwantes will meet with other Supervisors regarding the Interlocal Agreement on April 26.
5. Next regular meeting: Thursday, May 4, 2023 at 2:00PM

Board Unfinished Business:

1. Hall Remodel: Schwantes met with Easling rep and an electrician at the hall and reviewed plans on March 16. Estimate will have separate cost for adding wainscoting. Also okayed paint and dry wall repair in office area while painters are here.
2. Northgate: Civil Suit: Settlement August 22, Trial September 26-29, but our lawyer trying to schedule a mediation for late summer, early fall. A hearing on the appeal is scheduled for May 22.

Board – New business:

1. Adopt updated FEMA Flood Insurance Ordinances **Schwantes moved to adopt the amended Resolution 2818-7 to be in current FEMA compliance as written. Schaub seconded. All in favor, motion carried. Schwantes moved to amend Resolution from 2018-8 as written to be in current FEMA compliance, seconded by Chiles. Motion carried.**
2. Consider stipends for officials for special circumstances, such as court appearances. Our lawyer supports this idea. Focus on occurrences outside of normal expectations for the given role. Schwantes suggested \$25 per hour, 4 hour maximum per day. This reflects ZBA, PC per meeting rates, plus mileage. Must be approved. Supervisor would approve as appropriate for the extra stipend for appointed officials, can be appealed to Board of Trustees. The Board would need to approve for members of the Board. BOT supports this idea.
3. Consider Brownfield assessment application. Schwantes met with Trudy Gala and Deb Allen regarding Brownsfield assessment grant money. It could be used to assess township dump property. They also recommended setting up a Park and Rec plan to access state money for park improvement. BOT supports moving

forward on this.

5. Consider developing a general policy manual. Schwantes said that Chester Township might be a good model.

Upcoming Township Meetings:

Next Board of Trustees Meeting: Wednesday, May 10, 2023 at 7:00PM

Public Comment: Patricia Conklin thanked the BOT and said that she's learning a lot.

Motion to Adjourn: Schwantes motioned to adjourn at 9:10 pm, seconded by Hubbell.

Respectfully submitted.

Brigid Driscoll, Recording Secretary

Clerk's Signature: _____ Date: _____

DRAFT