

CENTERVILLE TOWNSHIP MONTHLY BOARD MEETING
Wednesday October 13, 2021 7:00PM
Centerville Township Hall; public participation via Zoom
MINUTES

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

GUESTS: County Commissioner Patricia Soutas-Little, Zoning Administrator Tim Cypher and 2 members of the public.

1. **Call to Order/Pledge of Allegiance:** Schwantes called the meeting to order at 7:03 PM

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

1. **Public comment:** none

2. **Agenda—additions:**

- **4. Township Financial Update # 5 Upcoming Township treasurer workshop**
- **13. Board New Business #3 Hall Cleaning**

MOTION: Schaub moved to approve agenda; seconded by Pleva. Motion carried. Yeas: 5 Nays:0

3. **Previous Meeting Minutes**

1. **September 8, 2021 Regular Meeting**

- **Correction: 4.1 change "Check from equalization ..." to "Invoice from equalization..."**
- **Correction: 9.2 change "Amber Webber" to "Amber Weber"**
- **Correction: 12.3 remove "had" in "...(LLLA) had asked that townships..."**

MOTION: Hubbell moved to accept **September 8, 2021 minutes of the Regular Business Meeting** as corrected; seconded by Schaub. Motion carried. Yeas: 5 Nays:0 Abstain: 1

4. **Township Financial Update**

1. **Treasurer's Report**—Continuing to receive tax payments. Received reimbursement from Leland schools for state education tax and for the election.

MOTION: Schwantes moved to accept the Treasurer's report as presented; seconded by Schaub. Motion carried. Yeas:5 Nays:0

2. **Reconciliation Report**—reviewed by Board and signed by Supervisor Schwantes on October 13, 2021.

3. **ARPA Funds**—Township documents were re-submitted and are currently listed as "pending review". State filing deadline for reporting how township is using ARPA funds was changed to April, 2022.

4. **Township Budget quarterly review.** All categories are on track: categories currently under 50% at half way point in the fiscal year. Recent Quickbooks update created several auto-categorizing entries which were not a part of the original budget. ("215-802 Contracted services" and 101-880 General Government Misc"). Expenses associated with incorrect categories will be examined and re-categorized appropriately.

2. **Upcoming Township treasurer workshop**—2 day workshop being held in Frankenmuth. Treasurer to attend session focusing on special assessments. Cost : \$229-\$250.

5. **Invoices--Review and authorize payment** – no questions from board

MOTION: Hubbell moved to accept invoices and pay as presented; seconded by Schwantes. Motion carried. Yeas:5 Nays:0

6. **Clerk Report:** New laptop for election is required for Clerk. Board recommends that Clerk purchase new, and not refurbished, laptop. All agreed that if budget needs to be amended in order to accommodate purchase, that purchase of a new laptop was still acceptable.

7. Correspondence/ Communications - none

8. Board of Review—BoR computer requires new battery.

- 1. Assessor Duties and Access Policies—**Policy and guidelines are being updated prior to being posted on township website. Objective is to have all BoR information readily accessible and available to the public. Updates and edits in policies distributed to board were shown in yellow. Both policy and resolution have been reviewed and agreed to by Julie Krombeen.

MOTION: Schwantes moved to amend the Centerville Township Policy Regarding Assessor Duties and Responsibilities to modify the language in sections 4 and 13, and add sections 10 and 11 to now read as proposed in the attached document; seconded by Schaub. Motion carried. Yeas:5 Nays:0

Resolution to Adopt Policy for Providing Reasonable Access to the Township Assessor and Assessment Information Resolution # 2021 - 09

The attached resolution offered by board member Schwantes; supported by board member Pleva.

Upon a roll call vote, the following voted:

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

Summary: 5 Aye 0 No.

9. Zoning Administrator's Report— The Zoning Administrator encourages citizens to call him with any questions they may have. Cypher will report updates on following issues to the Board.

- 1. Lake Shore Drive—**In open session, the Lake Shore Drive case was treated in generalities during discussion and options for proceeding were reviewed for the Board by Mr. Cypher. Board consensus was to move forward with legal proceedings as outlined by legal counsel in order to enforce the ordinance in place.

- **Other issues: Skyline—**a land use permit was issued for Mr. Brooks. Health Dept has received complaints that he is living in the structure. Health Dept has referred issue to prosecutor. Mr. Brooks has requested a modification through the Building Dept, but Cypher informed him that land use cannot be modified until Health Dept concerns have been met.
- **Other issues: Popp—**Cypher still working with Building Dept on old buildings at that location. Issue is on the Department's list but is not high priority at this time.

10. Planning Commission

- 1. Board member report –** See PC Board minutes from October 4, 2021 meeting. Schwantes to advance Tim J and Lindy K for renewal of their roles on the Commission. During recent discussion and evaluation of analysis presented, PC decided not to develop a decibel-level driven noise ordinance. Nuisance noise levels will be addressed under existing ordinance guidelines. Updated fireworks ordinance has been posted on Township website.

- 2. Next regular meeting:** Monday, November 1, 2021 at 6:30PM

11. Cedar Area Fire and Rescue (CAFR) Board

- 1. Board member (Ron Schaub) report:** See CAFR Board minutes from September 16, 2021 meeting. Schaub noted that 3 of 4 townships have approved the 2022/2023 CAFR Budget. Schaub reiterated that CAFR had been approved for ALS, contingent upon the presence of qualified personnel is on duty or is in attendance. Equipment is being procured to support ALS operation. CAFR hired 2-part-time paramedics in September.

- 2. Next regular meeting:** Thursday, October 21, 2021 at 7:00PM

12. Board – Unfinished business

- 1. Chalet Roads—**Supervisor has been conducting preliminary review of parcel frontages on SAD spreadsheet and associated maps. Ultimately, information will be made available to residents for their review prior to final approval. Legal will provide a review of implementation schedule and provide guidance for a timeline, along with possible adoption language for November Board meeting.

- 2. Continuing Education policy—**Supervisor revised policy language, providing additional guidance for frequency of training for new or re-appointed membership for ZBA, BoR and PC members.

Expense reimbursement language was also clarified.

MOTION: Schwantes moved to adopt amended Centerville Township Policy for Continuing Education of Appointed Board and Commission Members; seconded by Hubbell. Motion carried. Yeas:5 Nays:0

13. Board new business

1. **Supervisor and LCRC Manager meeting**—LCRC agreed to 3 yrs for SAD. They will be available for any upcoming public meetings. Amore Rd will likely not be addressed for at least 3 years; addressing road from perspective of culvert consideration under EPA appears to not be likely. Road may need to be ground to gravel in interim. Supervisor mentioned Manor Green and Skiview may require sealcoating—LCRC replied that they tend to stay out of sub-divisions. Overby may also require being ground to gravel.
2. **Snow plowing**—Schaub Outdoor Services will continue to provide plowing service this year at the same rate.
3. **Hall Cleaning** --Discussed changing current cleaning service, with the understanding that the current provider is no longer interested in the position.
4. **Lake Leelanau Association—Invasive Species Subcommittee**-- The LLA township liaison to the IS Subcommittee requested a volunteer from the township who would primarily focus on the Centerville launch site. Dar Doorlag has volunteered for role.


14. County Commissioner Report—sent via email and posted on township website.

15. Upcoming Township Meetings:

1. **Next regular Board of Trustees Meeting:** Wednesday, November 10, 2021
16. **Public Comment**— mention of Bruce Price accident and request for thoughtful support for him and his family.
17. **Motion to Adjourn at 8:45 PM**

Respectfully submitted,
Patty Ray, Deputy Clerk

Clerk's Signature: _____



Date: _____

11.14.21