

**CARROLLTON TOWNSHIP BOARD
REGULAR MEETING
Monday, April 27, 2020**

Via Zoom Webinar

<https://us04web.zoom.us/j/72000978341>

<u>Roll Call:</u>	Supervisor Abney	Present
	Clerk Fritz	Present
	Treasurer Thurston	Present
	Trustee Douglas	Present
	Trustee Westphal	Present

There being a full board, Supervisor Abney called the meeting to order at 5:31 p.m. Everyone is in attendance via Zoom Webinar <https://us04web.zoom.us/j/72000978341> including: Director Craig Oatten, Office Manager Megan Weaver, Fire Chief Bob Tetloff and DPW Superintendent Don Sumption.

Acceptance of Agenda:

It was moved by Douglas and supported by Westphal to accept the agenda as presented. There being all ayes, the motion carried.

Public Comments: Public that attended virtually did not request to address the board.

Approval of Minutes:

It was moved by Fritz and supported by Westphal to approve minutes for: March 30, 2020 – regular meeting as presented. There being 4 ayes and 1 nay (Thurston), the motion carried.

Thurston explained that the reason for her voting no was because she believed the March 30, 2020 regular meeting was not held in compliance with Governor Whitmer’s Executive Order No. 2020-15. The order states that if board members attend by electronic means, then the same opportunity must be provided for the public; and it was not. Discussion followed. It was board consensus to have Weaver consult with Michigan Townships Association (MTA) on whether the meeting was in compliance; and if not, ask MTA if the Board needs to re-approve all motions made at the March 30 meeting.

Correspondence:

It was moved by Thurston and supported by Douglas to receive and file the correspondence as listed for March 2020. There being all ayes, the motion carried.

Accounts Payable:

It was moved by Douglas and supported by Thurston to approve the April Accounts Payable for the amount of \$162,602.90. There being all ayes, the motion carried.

Committee/Commission/Board Reports:

Board reports were reviewed. There were no financial requests.

Fritz commented on the amount of blight and trash in residents' yards that he had observed while walking in the township. Douglas agreed and stated that it looked horrible. Weaver reminded the board that weekly bulky item pickup was still not available through Waste Management; however yard waste pickup resumed on April 23. Oatten stated that the code enforcement officer was sending out letters of notice to those that are violating the blight ordinance. Due to social distancing guidelines, it's very frustrating as the code enforcement officer has been unable to make personal contact with some of the residents that are in violation.

Pending Business:

Oatten stated that the list of road projects for the new fiscal year must be submitted to the Saginaw County Road Commission by the following day. He reminded the board that these projects were paid for with the allocation monies from the Saginaw County Road Commission of \$37,826 that was budgeted for fiscal year 2020-2021 and not the new road millage monies. It was moved by Douglas and supported by Thurston to move forward with the list of projects determined by Oatten and DPW Superintendent Sumption. There being all ayes, the motion carried.

New Business:

Weaver presented the quote from Netsource One for two laptops for Oatten and herself. The laptops were a budgeted item in order to upgrade to the Windows 10 platform. It was moved by Douglas and supported by Thurston to approve the quote from Netsource One for two Dell Latitude 5500 laptops and labor to setup (copy attached) in the amount of \$3,724. There being all ayes, the motion carried.

Weaver presented a projected General Fund budget with a proposed 50% decrease in State revenue sharing for March, April and May payments. Due to the COVID-19 pandemic and the Stay At Home orders issued by the Governor, state sales tax revenue will most definitely be less for those three months. Weaver took a conservative approach by estimating a 50% decrease which results in approximately \$63,425 less for Carrollton Township's General Fund. She further stated that once the economy is fully opened back up, hopefully an increase in overall spending in the State will make up for the loss. Discussion followed.

Discussion was held on whether to hold the public hearing for the Township's Master Plan at the Planning Commission's May 18 meeting or wait until June since the current Stay At Home order is in effect until May 15. It was moved by Douglas and supported by Abney to schedule the Master Plan public hearing for the June 15 Planning Commission meeting. There being all ayes, the motion carried.

Oatten informed the board that he had spoken with the director of the Saginaw County Health Department (SCHD) and essential workers that are asymptomatic (showing no symptoms) cannot be tested for COVID-19/Coronavirus. Oatten had directed all Township employees by

memo to follow the SCHED guidelines and if the employee has a fever or any other symptoms, they are to contact their immediate supervisor and stay at home. Discussion followed.

Much discussion was held on the current staffing of the Township's departments due to the COVID-19 guidelines and executive orders. The office has been closed to the public since March 16, 2020. Both DPW Laborers and Front Office Staff have been working in 2-week rotations; however the Police Department does not have enough staff to do the same. Many changes have been made in the way the DPW Laborers and Police Officers interact with the public including the use of personal protection equipment (face masks/gloves) and by following the social distancing guidelines. The DPW is getting into their busy season and the seasonal DPW laborer will be returning soon.

Weaver stated her concerns with the fact that the Township does not have a regular cleaning person to keep the office sanitized. She had asked for a quote from Cintas for a one-time sanitation cleaning; however they only offer the service if you sign a contract agreement for weekly or bi-weekly cleaning. Weaver has a pending appointment with Romanow Building Services to get a quote for regular cleaning of the office, but it has been postponed twice due to the Governor's Stay At Home orders. Abney offered to reach out to his contact at Cintas to inquire about the sanitation cleaning and Douglas offered the idea of inquiring with the schools to possibly share janitorial services.

Discussion was held on reducing the staff in the Front Office even more due to the Governor's Executive Order. Weaver stated that she had the means to setup each one of her staff to be able to work remotely from home and have incoming phone calls forwarded to them. Abney stated that maybe a lay-off was needed during the time that the Executive Order was in effect. Douglas agreed and discussion was held on current union contract language reference work schedules and reduction of hours. Fritz did not think lay-offs should be discussed until after the current Stay At Home order expires and if the Governor orders to extend it further. Abney advised that the current union contract language be reviewed and asked Oatten and Weaver to look at possible staffing changes moving forward.

Oatten stated that with the amount of residents unemployed due to the Coronavirus pandemic, many are inquiring on whether the 10% late penalty can be waived on their water/sewer accounts. Due to the Governor's Order that prohibits municipalities from turning off water service, the \$40.00 Delinquent Utility charge has not been added to delinquent accounts. Discussion followed. It was moved by Abney and supported by Thurston to continue applying the 10% penalty to those water/sewer accounts that are not paid by the due date and to waive the \$40.00 Delinquent Utility charge for April 1 and May 1 and further until Governor Whitmer's Stay At Home Order is lifted. There being all ayes, the motion carried.

Public Comments: Public that attended virtually did not request to address the board.

Director Comments/Updates:

Oatten stated that he had received a request in writing from a landlord asking for the \$10 late fee to be waived for her annual Non-Owner Occupied License as she did not receive the original invoice in the mail. She did receive the delinquent notice. Discussion followed. It was board consensus to not waive

any late fees as the Township cannot control the United States Postal Service and any possible delays that are occurring due to the Coronavirus.

Oatten informed the board that all activity for the Iron Belle Trail Grant had been suspended due to the COVID-19 virus. It has been extended until September and he signed the amended agreement and sent it in.

Oatten stated that the following are on hold due to the Coronavirus: Tire Collection Day (to be scheduled with Saginaw County Mosquito Control); the new police vehicle outfitted for road patrol; squad room renovations; and the Skyhaven Subdivision Lateral Lining Project.

Weaver asked about the upcoming meetings in early May and whether the board wanted to cancel any of them. Discussion followed. It was moved by Douglas and supported by Westphal to cancel the May 12 Recreation Committee meeting and the May 18 Planning Commission meeting, and to hold the May 11 Township Departmental meeting via Zoom. There being all ayes, the motion carried.

Abney stated that he would much rather meet via the Zoom application with video as well as audio. Douglas agreed. Thurston stated many municipalities are dealing with the Zoom app getting hacked and inappropriate video content being posted during meetings. Also the video option requires an additional cost and Thurston explained that we may only have to do one more meeting virtually. Discussion followed. Fritz suggested getting an opinion from MTA on the Zoom video option. It was board consensus to do so.

Board Comments:

Fritz asked why the Universal Drain ditch was about three feet higher than usual. Oatten explained that the river level is high and when it rains, the pumps at the Universal Drain pump station would kick on and the level should lower.

Westphal stated that she was happy to see residents abiding by the Governor's orders and staying home and safe.

Douglas asked Weaver if the recognition letters went out to the C.A.V.S. Improvement Committee co-chairpersons. Weaver stated that they had not and she would get them mailed soon.

Abney questioned if the road project bonding information should be obtained before meeting with the C.A.V.S. Improvement Committee to discuss the road millage and possible projects. Oatten responded that the municipal advisors that he had met with stated they needed the preliminary road project costs first before the bonding option can be researched.

Abney stated that he was glad to learn that his fellow board members are all running in the upcoming election for another 4-year term. He felt that they made a great team and he looked forward to working with everyone.

Adjournment:

It was moved by Westphal and supported by Thurston to adjourn. There being all ayes, the meeting adjourned at 7:58 p.m.

Respectfully submitted,

Jerry W. Fritz, Clerk