

**CARROLLTON TOWNSHIP BOARD
REGULAR MEETING
Monday, November 30, 2020**

Via Zoom Webinar

<https://us02web.zoom.us/j/89902278491?pwd=SHpodWZ6ZWE3b0hmMGxNUIJnMnZpQT09>

Passcode: 920681

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

There being a quorum, Clerk Fritz called the meeting to order at 5:35 p.m. Everyone was in attendance via Zoom including Director Craig Oatten, Office Manager Megan Weaver, DPW Superintendent Don Sumption and Fire Chief Bob Tetloff.

It was moved by Douglas and supported by Westphal to allow Clerk Fritz to chair the meeting in absence of Supervisor Abney. There being all ayes, the motion carried.

Acceptance of Agenda:

Thurston requested to add to New Business: #4 – December Board Meetings. Oatten requested to add #5 – Firefighter Promotion. Douglas requested to add to Pending Business: #7 – Water Millage Refunds. It was moved by Douglas and supported by Thurston to accept the agenda as amended. There being all ayes, the motion carried.

Public Comments: None.

Approval of Minutes:

It was moved by Thurston and supported by Westphal to approve minutes for: October 26, 2020 – regular and November 9, 2020 – departmental meetings as presented. There being all ayes, the motion carried.

Correspondence:

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

Accounts Payable:

It was moved by Thurston and supported by Douglas to approve the November Accounts Payable in the amount of \$157,646.47. There being all ayes, the motion carried.

Quarterly Investment Report:

It was moved by Fritz and supported by Westphal to receive and file the Quarterly Investment Report for September 30, 2020 (copy attached). There being all ayes, the motion carried.

Committee/Commission/Board Reports:

It was moved by Fritz and supported by Thurston to promote Josh Bourcier to the position of Firefighter. There being all ayes, the motion carried.

Board members commended Sumption and the DPW staff for their excellent Christmas light decorations in the Township. Many residents have expressed their appreciation for the holiday spirit!

Pending Business:

Oatten stated that both the code enforcement officer and building inspector were working on reviewing store fronts of businesses in the township.

Oatten informed the board that he was still waiting for road project cost estimates from the Saginaw County Road Commission so that a decision can be made on whether to bond or not. He would keep the board updated.

Weaver stated that the current balance for delinquent water/sewer accounts was \$57,372. The check for just over \$25,000 had been received from Wayne Metropolitan Community Action Agency who had teamed up with Saginaw County Community Action Committee to pay water/sewer bills for those residents that receive food assistance. The funds were provided by a State grant.

Oatten was still waiting for a call back from Saginaw County Equalization Director Denise Babbitt in reference to the designated assessor contract for all Saginaw County municipalities. It was board consensus to table the item until the next meeting.

Weaver presented the current ordinance language for water and sewer bill penalties. She reached out to several communities to see if they provided a one-time waiver of penalties if the resident had never been late before. She did not receive any responses. Discussion followed. Thurston stated that she was not in favor of accepting postmarks for water/sewer payments as it would only encourage some residents to wait until the last day to mail their payment in. The Township still must pay the City of Saginaw in a timely manner for all water used. Thurston felt that the current ordinance did not need an amendment as it already allows for a resident to dispute any charges by addressing the Township Board. She did not want the office staff to have to make any decisions regarding a dispute. The ordinance language already provides for disputes to be brought before the Township Board. Discussion followed.

Douglas asked if a form could be created for those residents that wish to dispute a water/sewer bill. Weaver stated that she could create one and make it available on the Township's website as well as in the front lobby. It was board consensus to have Weaver create the form and to address any disputes over water/sewer billing charges and penalties at the Township Board level.

Weaver stated that she had reached out to the Saginaw County Public Works’ office to see if Phase III of the watermain project bonds had been paid in full and closed. She was told that the County would most likely be closing the books on the bond by the end of the calendar year. Weaver would like to wait until everything is closed out at the County level before processing refund checks to those residents that overpaid. Board members agreed.

New Business:

Oatten stated that he and Weaver had met with Spicer Group reference the Drinking Water Asset Management (DWAM) Grant that was available. Grant applications are due by January 1, 2021 and Oatten approved the project at their meeting due to the short turn-around time. The program has set aside \$15 million for municipalities with 10,000 or less in population and matching funds are not required. If awarded, those monies could be used for the lead and copper inventory project that is due by 2025. Discussion followed. It was moved by Douglas and supported by Thurston to approve the quote from Spicer Group for \$2,500 to prepare the grant application on behalf of Carrollton Township for the Drinking Water Asset Management (DWAM) Grant (copy attached). There being all ayes, the motion carried.

It was moved by Thurston and supported by Westphal to adopt Resolution #2020-10 Appointing Don Sumption as Trustee and Megan Weaver as Alternate Trustee to the Mid Michigan Waste Authority Board (copy attached).

Roll call:	Fritz	Yes
	Thurston	Yes
	Douglas	Yes
	Westphal	Yes

There being 4 ayes and 1 absence, the resolution was adopted.

It was moved by Westphal and supported by Fritz to regretfully accept the letter of resignation from Police Officer Robert Hall (copy attached). There being all ayes, the motion passed.

Thurston stated that due to both the Michigan Department of Health and Human Services’ (MDHHS) Emergency Order and Public Act 228 of 2020 amending the Open Meetings Act allowing virtual meetings through December 31, 2020, she was requesting that the December board meetings be held virtually via Zoom. Discussion followed. It was moved by Thurston and supported by Westphal to hold the December 2020 board meetings virtually. There being all ayes, the motion carried.

It was board consensus to have all Township commissions and committees either hold their meetings virtually or cancel for the month of December 2020.

Public Comments: None.

Director Comments/Updates:

Oatten informed the board members that a total of \$3,365.80 had been awarded to Carrollton Township Police Department through the Coronavirus Emergency Supplemental Funding (CESF)

Federal Grant for personal protection equipment (PPE) and other sanitizing supplies purchased since March 2020.

Weaver updated the board on the current MDHHS Emergency Order that had closed the Township Office to public walk-ins beginning on November 16. Her staff was currently on rotation with one clerk being in the office and the other two clerks working remotely from home on a weekly basis. This was the same setup that she put in place during the stay-at-home order last spring.

Board Comments:

Westphal commended the DPW on the Christmas lights both at the Township Office and on N. Michigan/Church.

Douglas reviewed the plans for the Lions Club Holiday Food Drive and thanked everyone for their support again this year.

Thurston asked Weaver if the electronic payment option had been implemented for accounts payables. Weaver responded that she was working with 1st State Bank on the options available and the most secure way of processing the electronic payments. She hoped to get things set up by the end of the calendar year.

Thurston stated that she would like the board members to review the Robert's Rules of Order as she did not like the way public comments were being handled during meetings. There should not be any "back-and-forth" with the resident who is speaking. She also felt that the way the board members interacted with each other during public meetings was important and should be done so with respect and courtesy. She explained that a "refresher" on the Robert's Rules of Order may help them all do a better job in the future.

Adjournment:

It was moved by Fritz and supported by Westphal to adjourn. There being all ayes, the meeting adjourned at 6:55 p.m.

Respectfully submitted,

Jerry W. Fritz, Clerk

Public in attendance: None present.