TORCH LAKE TOWNSHIP

ANTRIM COUNTY MICHIGAN

APPROVED MINUTES OF TORCH LAKE TOWNSHIP BOARD MEETING5-0 WITH CORRECTIONS

DECEMBER 15, 2020

MEETING HELD VIA ZOOM

TORCH LAKE TOWNSHIP

Present: Bob Cook, K. Windiate, S. Schultz, J. Merchant, A. Martel

Absent: None

Audience: 18 with Board members

**A. Repeating Agenda**

1. Meeting was called to order at 7:07 pm followed by the Pledge of Allegiance and review of Meeting Protocol by B. Cook

2. Approval of Board Minutes from10/20/20 - S. Schultz motion to approve with changes. Seconded by B. Cook. Roll Call vote passed 5-0 with explanation of how changes will be reflected. Approval of Special Board Minutes from 10/30/20 – S. Schultz motioned to accept as presented. Seconded by J. Merchant. Roll call vote passed 5-0. Approval of Special Board Minutes from 11/6/20 – S. Schultz motioned to accept as presented. Seconded by J. Merchant. Roll call vote passed 5-0. Approval of Special Board Minutes from 11/13/20 – J. Merchant motion to accept with corrections. Seconded by S. Schultz. Roll Call vote passed 5-0.

3. K. Windiate reported that Sheriff newsletter will be posted to the website. Ballot recount will be held 12/16/20 and 12/17/20 at Kearney Township for all of Antrim County.

4. Approval of Agenda Content – A. Martel requested addition of Trustee comment which will be added as F3. S. Schultz motion to accept with one addition. Seconded by K. Windiate. Discussion – suggestion by B. Cook regarding Board personal comments. THEY SHOULD NOT BE AN AGENDA ITEM. Roll Call vote passed 5-0.

5. Citizen Comment – None

**B. Consent Agenda**

Reports by the Clerk, Ambulance and Fire were pulled for discussion and approval. Remaining reports approved by consensus.

Mike Bertram provided report via Zoom. Discussion and clarification ensued regarding $2.50/hr. per diem for non-benefit employees. Review of proposed Norwood contract reviewed for benefit of new Board members. COVID protocol’s reviewed per request of A. Martel and B. Cook.

Kevin Lane provided Fire Report via Zoom. Review of employee schedules/coverages provided. Review of Firefighter’s qualifications and state requirements to maintain status as well as COVID protocols and procedures.

Kathy Windiate provided Clerk report and addressed questions regarding vendor list and new checks found on addendum. Jason Merchant will now replace Bob Cook in reviewing the Clerk’s report prior to Board meetings. Motion to approve three (3) reports as presented by K. Windiate. Seconded by J. Merchant. Roll Call vote passed 5-0.

**C. Special Reports Agenda**

No December Planning Commission meeting. No FOIA reports requested per K. Windiate.

**D. Agenda for Board Action**

1. A. Martel motion to nominate Jason Merchant as the Board Representative to the Planning Commission. Seconded by S. Schultz. Roll Call vote passed 5-0.

2. S. Schultz motion to nominate Mary Merchant as an Alternate for the Board of Review for a 2-year term effective immediately. Seconded by J. Merchant. Roll Call vote passed 5-0.

3. S. Schultz motion to accept Township Board and Annual Meetings Schedule for 2021. J. Merchant seconded. Roll Call vote passed 5-0.

4. K. Windiate motion to approve the Define Contribution Plan Adoption Agreement Addendum to the MERS contract as presented. S. Schultz seconded. Roll Call vote passed 5-0.

5. B. Cook motion to eliminate all references of two message boards, require posting of cancelled meetings only on the community service building and eliminate south Fire station, Kings Farm Market and Eastport Market from the list of Township message boards found in the Torch Lake Township meeting notice policy effective immediately. Discussion ensued. S. Schultz seconded. Roll Call vote passed 5-0.

6. B. Cook motion to add $2.50/hour premium for the ambulance per diem staff effective January 1, 2021. Seconded by K. Windiate. Discussion ensued. Roll call vote passed 5-0.

7. B. Cook appoints Bill Petersen to Deputy Supervisor. B. Cook motion that the Board approve that the responsibilities of the Deputy Supervisor will be for managing all capital/construction projects at Torch Lake Township at a rate of $1000/month with the understanding as a backlog of projects are reduced, the board may reduce the salary of the Deputy Supervisor as needed. This rule will remain in effect until the Township Board deems the role unnecessary. S. Schultz seconded. Discussion ensued. Roll call vote passed 5-0.

8. B. Cook motion to accept the scanning proposal with General Code, CMS, LLC and the associated expenses for the scanning program for Torch Lake Township. Seconded by J. Merchant. Discussion ensued. Roll call vote passed 4 – 1. A. Martel no as presented.

9. B. Cook motion to accept the Emergency Medical Services Agreement between Torch Lake Township Ambulance and Norwood Township, Michigan effective January 1, 2021 for an initial term of four years. Discussion ensued with Todd Millar, Torch Lake Township attorney adding legal clarifications. Seconded by J. Merchant. Roll call vote passed 4 1. A. Martel because of the fact we are not working on a way in which we are informing the people of the township either in a hearing, note or letter and giving them the opportunity to respond to this he says no.

10. B. Cook motion that the Board to approve all changes proposed by the Township attorney to the 2.0 policy as presented. Seconded by J. Merchant. Discussion ensued. A. Martel requests it noted that the policy has a name of Township Board Administration. Township attorney Todd Millar offered clarifications as requested by various Board members. B. Cook rescinds motion. J. Merchant seconded.

11. B. Cook motion that the Board approve the new Torch Lake Township Employee Handbook as presented. K. Windiate seconded. Discussion with historical review of employee handbook process offered by B. Cook. Roll call vote passed 5-0.

12. B. Cook motion to accept the changes to the Benefit Group Insurance Plan Ordinance as presented. J. Merchant seconded. Discussion ensued. Roll call vote passed 5-0.

**E. Agenda for Board Discussion Only**

1. DNR decision to not pursue boat launch in the township. A. Martel reports that the DNR has decided to sell the property due to zoning concerns.

2. Should the Township put in a bid on DNR owned property at the South end of Torch Lake Township? Board will not pursue any further.

3. Notification to the Board regarding the Assistant to the Supervisor, an unpaid position to be held by Bob Spencer. B. Cook sent Board presentation for review. B. Cook motions to the Board to approve the expenditure of $2500 to be taken from the fiscal year 2020/2021 budget towards producing a new Policies and Procedures Handbook. Seconded by S. Schultz. Discussion ensued. Roll call vote passed 4 – 1. A. Martel votes no.

4. Nature Preserve Road Acquisition discussion to determine the intent. B. Cook suggests more research be completed by the Board.

**F. Agenda item for Informational Purpose Only**

1. K. Windiate appoints Ginny Hawkins as her Deputy Clerk. Dick Williams will continue to work 2 hours per day, 3 days per week as the clerical assistant. Changes to commence once the bank has finalized authorization for signature changes.

2. Zoom meetings set up for candidates for the Planning Commission Planner. Intent is to identify someone in the next 30 days to allow the Board to act on at the January meeting.

3. A. Martel moves to add Trustee comments to next month’s meeting based on lateness of the hour.

**G. Citizen Comment**

1. Veronica Beitner 4232 Blue Heaven Lane – shared her thoughts on the Norwood Contract, zoom meetings and unprofessional mannerism of some board members.

2. Rita Service 12110 Dragon Fly Lane – reiterates comments of Ms. Beitner. Felt comments this evening was derogatory and inflammatory by one trustee. Suggests the topic of professionalism be included in the Employee Handbook.

**H. Board Comment**

K. Windiate inquired to status of OEO. Wishes everyone a Merry Christmas and Happy New Year.

J. Merchant stated as first meeting he was mainly observing. Agrees with Ms. Service and hopes all Board members would speak to each other respectfully. Thanked Mr. Cook for putting together tonight’s meeting.

S. Schultz thanked Bob Cook for putting together tonight’s two-month meeting. Welcome to Mr. Merchant. Has been receiving tax payments and notes that the taxpayers appreciate the newsletter.

B. Cook thanks everyone for preparing for tonight’s meeting. Spoke to some tension but hopes over time it will rectify itself. Thank you to Michael Strange for all his work and technical assistance with the Zoom meetings. He will continue to manage all Township Zoom meetings for the duration.

A. Martel acknowledges he is very intense due to recent incident. He continues to have concerns for the Township and Board but is willing to get rid of the tension.

**I. Future Meeting and Hearings**

1. Board Meeting Tuesday, January 19, 2021 at 7:00 pm

2. Planning Commission Tuesday, January 12, 2021 at 7:00 pm

3. Zoning Board of Appeals Meeting Wednesday January 13, 2021 at 7:00 pm

4. December Board of Review, December 15, 2020 at 9:00 (Notice on web site)

Meeting adjourned at 11:20 pm

Minutes respectfully submitted by Veronica Beitner