**TORCH LAKE TOWNSHIP**

**REGULAR BOARD MEETING APPROVED MINUTES AT THE FEBRUARY 15, 2022 MEETING. PASSED WITH CORRECTIONS 5-0**

**January 18, 2022**

**Community Services Building**

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

**Absent:** None

**Others:** None

**Recording Secretary:**  Veronica Beitner

**Audience:** 10

**1. Call to Order** at 7:00 pm followed by the Pledge of Allegiance

**2. Approval of minutes** from December 21, 2021 of the Regular Board meeting – (M/S) B. Cook/S. Schultz motion to approve with corrections. New Business #1 change date of 2021 to 2022. E. Agenda for Board Discussion #1, 4th line remove end of sentence “to support such a position” sentence that begins with S. Schultz. With no further discussion, motion passed 5-0. (M/S) B. Cook/S. Schultz motion to approve Special Board Meeting minutes from January 12, 2022 with corrections. First sentence before Public Comment add “to discuss 2022/2023 Pay Schedule.” Item #3 fourth line add a comma in the figure “$2,500.” Remove the rest of same sentence and change to “on the payroll schedule.” Line 14 of same section add before the words before per diem “a salary or a”. Page 2 half way down page change name of J. Martel to “A. Martel.” Item #5 Board comment under S. Schultz change the word reviewed to “watched”. Third line add “s” to Auditor and change remainder of sentence to “on the list.” Last sentence changes the words that our to “that the States new”. With no further discussion, the motion passed 5-0.

**3. Correspondence and Announcements** – None

**4. Approval of Agenda Content** – B. Cook adds the Special Board meeting of 1.12.22 and under agenda item for informational purpose only remove the update scanning project. (M/S) B. Cook/S. Schultz motion to accept the Agenda with changes. No Discussion. Passed 5-0.

**5. Citizen Comment** – J. Rubingh (County Commissioner) reviews County updates which included details for open mechanic position and road project updates. Sheriff Bean spoke to year-end report as compared to 2020 data. S. Schultz asks for clarification regarding alarm differences. Personnel updates included staffing of patrol officers’. S. Schultz recognizes TLT Fireman Ted Schroeder for his work on the 911 Board. She also thanks Sheriff Bean for his continued work with Victim SERVICES Unit and encourages any interested to reach out to the Sheriff Dept. B. Cook thanks Sheriff Bean for his updates regarding patrol officers as well as all the other hard work of his staff. B. Spencer spoke to his work on the Township Administrative Policies and Procedures. Information included definitions, Administrative Guidelines, a brief history of Torch Lake Township Policies and Procedures and his recommendations for the future and thanks the Board for the opportunity to assist in this process.

**B. CONSENT AGENDA** – All reports will be accepted by Consent.

**C. SPECIAL REPORTS AGENDA** –

**1. Planning Commission** – J. Merchant reports that there were 2 applications reviewed. The first from 31 Scoops lacked enough information with recommendations being given to applicant. The second from Lake Living Properties, LLC was approved with conditions.

**2. FOIA Update** – All FOIA requests completed.

**3. Financial Overview** – Please check the website for full details on the streamed recording.

**D. AGENDA FOR BOARD ACTION**

**Old Business** – None

**New Business** –

1. MOTION for adopting the Pay Schedule for 2022-2023. Reviewed with Fire Chief Kevin Lane a tiered pay rate for Probationary Firefighters. Highlights to support staff rate of pay and clarification to Recording Secretary rate of pay (M/S) B. Cook/J. Merchant make the motion to Approve the Proposed Torch Lake Township Pay Schedule for Fiscal Year 2022-2023 as presented. With no further conditions, Motion passed 5-0.

2. (M/S) B. Cook/J. Merchant make the motion to approve the RESOLUTION #2022-01, Treasurers Salary for Fiscal Year 2022-2023 at $30,000. With no further discussion, Roll Call Vote: K. Windiate – yes, S. Schultz – yes, A. Martel – yes, J. Merchant – yes, B. Cook – yes. Motion Passed 5-0.

3. (M/S) B. Cook/A. Martel make the motion to approve the RESOLUTION #2022-02, Clerks Salary for Fiscal Year 2022-2023 at $27,550. With no further discussion, Roll Call Vote: K. Windiate – yes, S. Schultz – yes, A. Martel – yes, B. Cook – yes, J. Merchant – yes. Motion Passed 5-0.

4. (M/S) B. Cook/S. Schultz make the motion to approve the RESOLUTION #2022-03, Trustee Salary for Fiscal Year 2022-2023 at $6,000. With no further discussion, Roll Call Vote: K. Windiate – yes, S. Schultz – yes, A. Martel – yes, J. Merchant – yes, B. Cook – yes. Motion Passed 5-0.

5. (M/S) B. Cook/S. Schultz make the motion to approve the RESOLUTION #2022-04, Supervisor Salary for Fiscal Year 2022-2023 at $30,000. With no further discussion, Roll Call Vote: K. Windiate – yes, S. Schultz – yes, A. Martel – yes, J. Merchant – yes, B. Cook – yes. Motion Passed 5-0.

6. S. Kopriva summarized the discussions related to Ordinance 2022-01 related to Commercial Districts Zoning Ordinance Amendment. This Ordinance has been approved by the TLT Planning Commission and Antrim County. A. Martel asks for clarification regarding how this impacts Eastport Market. J. Merchant asks if some of the details can be changed with S Kopriva responding the Planning Commission will be looking at this again offered further clarification that changes can go less restrictive. Tonight’s motion will approve updated language and subject to review. Discussion ensued. (M/S) B. Cook/K. Windiate make the motion to adopt ORDINANCE #2022-01, Commercial Districts Zoning Ordinance Amendment making changes to Chapter 10 and Chapter 12 as presented. With no further discussion, Roll Call Vote: A. Martel – yes, J. Merchant – yes, S. Schultz – yes, K. Windiate – yes, B. Cook – yes. Motion passed 5-0.

7. J. Merchant has requested to resign from the Steering Committee, related to the rewriting of the Zoning Ordinances due to a long standing prior commitment. M. Merchant has expressed interest in serving and currently serves on the Board of Review. (M/S) B. Cook/S. Schultz make the Motion to accept the resignation of J. Merchant to the Steering Committee related to rewriting of the Zoning Ordinances and appointing Mary Merchant to the Steering Committee. With no further discussion, Roll Call Vote: B. Cook – yes, A. Martel – yes, J. Merchant – yes, S. Schultz – yes, K. Windiate – yes. Motion passed 5-0.

**E. AGENDA FOR BOARD DISCUSSION**

1. B. Cook reviewed his research regarding a Torch Lake Township Police Enforcement Program. This information included input from Sheriff Bean as well as ongoing study of State Requirements. Additional reporting to be presented in February.

**F. AGENDA ITEM FOR INFORMATIONAL PURPOSE ONLY -** None

**G. CITIZEN COMMENT** – M. Bertram congratulates J. Rubingh for being named Vice Chairman of the Antrim County Board. Spoke to grant awards and a Grant Opportunity regarding Personnel Retention. Thanks the Board for the 4% increase for his team.

**H. BOARD COMMENT**

J. Merchant – requests further information from J. Rubingh regarding type of mechanic that is needed. Details regarding types of equipment reviewed and reported that the pay was announced in the paper.

S. Schultz - none

A. Martel - none

K. Windiate – Reports that she has heard of an organization on the website and she has taken the time to review. She found this website upsetting as it was negative in comments regarding the TLT Board as well as detailed inaccurate information. Spoke to old adage that “just because it’s written on someone’s website, doesn’t mean that it is true” and cautions individuals when they review.

B. Cook – Budget review timeline will be detailed in an email and shared this evening. Supervisor Cook asks that Board comes prepared with questions and comments. Meetings include Special meetings on February 4th and 7th with presentation to the Community at the next Board Meeting on February 15, 2022.

**I. ADJOURNMENT**

(M/S) B. Cook/S. Schultz motion to adjourn at 8:14 pm. Passed 5-0.

**J. FUTURE MEETINGS AND HEARINGS -**

1. Planning Commission Tuesday, February 8, 2022 at 7:00 pm

2. Zoning Board of Appeals Meeting Wednesday, January 19, 2022 at 7:00 pm

3. Regular Board Meeting: Tuesday, February 15, 2022 at 7:00 pm

4. Steering Committee Zoning Ordinances Re-write –Wednesday, February 3, 2022 at 6:15 pm.

**ALL MEETINGS STREAMED LIVE ON YOUTUBE AND CAN BE REVIEWED FOR COMPLETE DETAILS.**

Minutes Respectfully Submitted by Veronica Beitner and subject to Approval at the next Board meeting.