TORCH LAKE TOWNSHIP

ANTRIM COUNTY MICHIGAN

APPROVED MINUTES OF TORCH LAKE TOWNSHIP BOARD MEETING

January 19, 2021

MEETING HELD VIA ZOOM

TORCH LAKE TOWNSHIP

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

Absent: None

Audience: via zoom with audience logged in at 16

**A. Repeating Agenda**

1. Meeting was called to order at 7:11 pm followed by the Pledge of Allegiance and review of Zoom protocols

2. Approval of Board Minutes: Special Board meeting of 12/8/2020– S. Schultz moves to approve with no corrections. Seconded by B. Cook. Roll Call Vote passed 5-0. Special Board meeting of 12/11/2020 – S. Schultz moves to approve with no corrections. Seconded by B. Cook. Roll Call Vote passed 5-0. Special meeting of 12/11/2020 closed meeting – B. Cook reviewed Closed meeting procedures. B. Cook motions to approve the Closed Session of 12/11/2020. Seconded by J. Merchant. Roll Call Vote passed 4-1 with Mr. Martel casting Nay Vote. Special meeting held on 12/15/2020 – B. Cook moves to approve minutes of OPEN session as presented. S. Schultz seconded. Roll Call Vote passed 5-0. Regular Board meeting of 12/15/2020 – B. Cook correction at Repeating Agenda #4 clarification to add “should not be an agenda item.” S. Schultz motion to approve minutes of the 12/15/2020 regular scheduled board meeting with one addition. Seconded by J. Merchant. Roll Call Vote passed 5-0.

3. Correspondence/Announcements – Correspondence received from Mr. Bob Spencer to the Board with request that his comments be read in full to the Board. Correspondence read by B. Cook which addressed and clarified comments made by Trustee Martel at the December 15, 2020 Regular Board meeting.

4. Approval of Agenda Content – B. Cook requests item #7 removed from agenda. S. Schultz clarifies that item #8 has two resolutions to be approved. B. Cook moves to accept and approve the agenda content with changes. Seconded by J. Merchant. Roll Call Vote passed 5-0.

5. Citizen Comment – D. Graber of 1227 Beechnut Lane requests clarification to location of postings for regular scheduled, Special meetings, and agendas. B. Cook will respond to her inquiries.

**B. Consent Agenda**

Pull report from Mr. Bill Petersen. Ambulance report given by Michael Bertram with statistical review of ambulance usage which is slightly increased due to ALS status. Review and descriptions of requested new equipment LUCAS and AED machines provided. M. Bertram has accepted position of PRESIDENT OF Township Ambulance Authority. This will not impact his current position. Approved by Consent.

**C. Special Reports Agenda**

J. Merchant reviewed Planning Commission meeting which included ongoing work with Sheriff Bean regarding Firework Ordinance. Planning Consultant still being sought. Discussion ensued.

**D. Agenda for Board Action**

*Old Business*

1. M/S by B. Cook/S. Schultz – Move to amend the previously approval of the Norwood Emergency Services Contract by Changing the Effective Date from January 1, 2021 to April 1, 2021 with renewal dates and signing dates by the Township. Discussion ensued. Motion passed by Roll Call Vote 5-0.

2. M/S by B. Cook/J. Merchant – Motion to approve all changes to 2.0 policy as presented. Mr. Cook reviewed prior discussions of two questions posed by Mr. Martel and reported any changes. Motion passed by Roll Call Vote 4-1. Mr. Martel voted nay noting he feels that there is a serious conflict between this policy and existing in the handbook.

*New Business*

1. M/S by S. Schultz/B. Cook – Motion to accept the continued agreements for collections of 2021 summer school property taxes for Elk Rapids Public Schools as presented with no changes. Motion passed by Roll Call Vote 5-0.

1A. M/S by S. Schultz/B. Cook - Motion to accept the continued agreements for collections of 2021 summer school property taxes for Traverse Bay Area ISD (TBA) as presented with no changes. Motion passed by Roll Call Vote 5-0.

2. M/S by B. Cook/J. Merchant – Motion to Approve the purchase for the Ambulance Department a new LUCAS machine and an AED unit for a total of $20,639.65. Discussion ensued. Motion passed by Roll Call Vote 5-0.

3. M/S by B. Cook/S. Schultz – Motion to approve Ron Paulosky to position of Lieutenant on the Torch Lake Township Fire Department based on the Recommendation of the Fire Chief dated 1-11-2021. Motion passed by Roll Call Vote 5-0. Effective 1-20-2021.

4A. M/S by S. Schultz/B. Cook – Resolution to transfer $6,975.00 from the Fund balance to the General Account Line (**Resolution #2021-09**). Passed by Roll Call Vote 5-0.

4B. M/S by S. Schultz/B. Cook – Resolved to transfer $6,000.00 from the Fund balance to the Road Account Line (**Resolution #2021-10**)**.** Passed by Roll Call Vote 5-0.

4C. M/S by S. Schultz/B. Cook – Resolved to transfer $38,950.00 from the Ambulance Fund Balance to the Ambulance Account Line (**Resolution #2021-11**)**.** Passed by Roll Call Vote 5-0.

5A. M/S by S. Schultz/B. Cook – Resolved to establish Township Supervisor Salary for $28,840.00 for the 2021-2022 fiscal year. (**Resolution #2021-12**). Passed by Roll Call Vote 5-0.

5B. M/S by S. Schultz/B. Cook – Resolved to establish Township Clerk Salary for $26,840.00 for the 2021-2022 fiscal year. This figure was amended by the Board from $26,000.00 following discussion. (**Resolution #2021-13**) Passed by Roll Call Vote 5-0.

5C. M/S by S. Schultz/B. Cook – Resolved to establish Township Treasurer Salary for $28,840.00 for the 2021-2022 fiscal year. (**Resolution #2021-14**). Passed by Roll Call Vote 5-0.

5D. M/S by S. Schultz/B. Cook – Resolved to establish Township Trustees Salary for $5,360.00 per year for the 2021-2022 fiscal year. (**Resolution #2021-15**). Passed by Roll Call Vote 5-0.

6. M/S by S. Schultz/B. Cook – Resolved to set the Regular Board meeting schedule properly adopted on January 19, 2021 as required by law. Passed by Roll Call Vote 5-0.

7. M/S by S. Schultz/B. Cook – Resolved to follow ANNUAL Guidelines for Poverty Exemption and Federal Income Guidelines with asset test. Passed by Roll Call Vote 5-0. (**Resolution #2021-16**)

8. M/S by S. Schultz/B. Cook - Resolved to Adopt State Guidelines for Poverty Exemption and Federal Income Guidelines with asset test. Passed by Roll Call Vote 5-0. (**Resolution #2021-17**)

9. M/S by B. Cook/J. Merchant – Resolved to adopt the Fee and Permit Schedule as amended and proposed. Passed by Roll Call Vote 5-0. (**Resolution #2021-18**)

10. Motion to hire the firm of Beckett and Raeder, Inc. for the Planning Consultant Position. M/S by B. Cook/ S. Schultz. Discussion ensued with gratitude offered to Planning Commission and all interviewers for their diligence to bringing this task to completion. Passed by Roll Call vote 5-0.

**E. Agenda for Board Discussion Only**

1. B. Cook reviewed proposed Budget work timeline. Discussion ensued with tentative schedule set as follows: 2/9 Initial budget numbers submitted. 2/17 Special Meeting for Final review of Budget. 3/2 – 3/10 B. Cook will begin work on HIS presentation for the Annual Meeting.

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

1. B. Cook reports that scanner has been purchased. Point people will be Clerk and Deputy Clerk. Volunteers will assist as needed. B. Spencer reviewed definition of terms and directed Board to memo that was sent for review. Provided update of reviews that have been completed to date. B. Spencer suggests Board begin thinking about policy concerns to be reviewed at individual meetings to be scheduled.

**G. Citizen Comment**

None

**H. Board Comment**

S. Schultz would like to thank Bob Spencer for his work and willingness to undertake project. Zoom is daunting and asks for all to be patient.

J. Merchant expressed progress in personal learning curve.

K. Windiate requests number of participants for tonight’s meeting? 16 per J. Merchant.

B. Cook thanks the Board for cooperation and patience. States the Nature Preserve will be on the agenda for February. Reports that the Attorney Rate will go from $165 to $180 per hour.

**I. Future Meeting and Hearings –**

1. Board Meeting Tuesday, February 16, 2021 at 7:00 pm

2. Planning Commission Tuesday, February 9, 2021 at 7:00 pm

3. Zoning Board of Appeals Meeting Wednesday, February 10, 2021 at 7:00 pm

4. No Board of Review (Notice on web site). Meeting adjourned at 9:32 pm Minutes respectfully submitted by Veronica Beitner