

PRESQUE ISLE TOWNSHIP BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
Held November 14, 2016

Call to order: Township Clerk, C. Paavola called the meeting to order at 7:00 pm.

The Pledge of Allegiance was recited.

***C. Paavola moved to appoint P. Hart as the moderator for the meeting. Supported by; J. Wieczorkowski. All ayes; so moved.**

Members Present: Clerk – Cynthia Paavola, Treasurer – J. Wieczorkowski, Trustee- P. Hart and Trustee- L. Morrison.

Audience: 21 guests.

Approval of Agenda: J. Wieczorkowski moved to approve the agenda as written. Supported by; L. Morrison. All ayes; so moved.

Audit Results (K. Schultze): K. Schultze presented the audit to all of the board members and explained that when the audit is accepted they will put it on the State of Michigan website for public viewing. She then went over a few of the highlighted areas and explained that there were a few fund balance adjustments within the general fund to allow combining some funds and eliminating unnecessary fund accounts. L. Morrison moved to approve the presented audit results. Supported by; C. Paavola. Upon a roll call vote; all ayes; so moved.

TWP Board Election Results (Oath of Office) and Recognition of P. Hart: C. Paavola presented the election results for Presque Isle Township (PITWP) from the General election on November 8th. PITWP Supervisor – Larry Fields, PITWP Clerk – Cynthia Paavola, PITWP Treasurer – Jennifer Wieczorkowski, PITWP Trustee – Lynn Morrison and PITWP Trustee – Barton Hellmuth. She also advised that Sue Allor was elected as the 106th District State Rep.

Approval of Minutes (October 10, 2016): L. Morrison moved to approve the minutes as written. Supported by; J. Wieczorkowski. All ayes; so moved.

Correspondence: None to report.

Comments from Audience (3 min. per person): B. Hellmuth stated that Lotus Pond is very dry and would like to encourage Lafarge to pump into the pond. He also advised that there is a street light out at E. Grand Lake Rd. and Fireside Hwy. S. Paltelky thanked P. Hart for her service to the community. She also stated that she would like to see the Board of Trustees stay on the Charter Spectrum service, because there are still many residents that are wrestling with the issue of being able to get the service. A. Paltelky also thanked P. Hart for her service to the community.

Reports

-Treasurer (J. Wieczorkowski): A detailed cash management report as well as the fund balances report was provided. J. Wieczorkowski advised that she had \$45,406.05 in receivables for the past month. She also advised that the gift shop board has started purchasing items for the next season at the gift shops. L. Morrison moved to approve the treasurer's report subject to audit. Supported by; C. Paavola. Upon a roll call vote; all ayes; so moved.

-Clerk (C. Paavola): A detailed General Ledger Activity report was provided. The bills are as follows; General Fund - \$243,688.70 (includes payroll), Enterprise Fund - \$5,193.43, Venture Fund - \$10,958.66. Total Bills are \$259,840.79. C. Paavola advised that we had received 1 bid for snowplowing. She then advised that the TWP had received a bill from Frontier with an early disconnect fee, and the bill is \$2,300.00. She advised that she will be contacting Frontier to get the matter cleared up. She also advised that she had received the bonding documents from Lappan Agency for the board members. L. Morrison moved to approve the clerks report subject to audit. Supported by; J. Wieczorkowski. Upon a roll call vote; all ayes; so moved. C. Paavola explained that J. Wieczorkowski has been doing the books for the gift shops and it utilizes quite a bit of her time and suggested that she be compensated for it. C. Paavola moved to approve \$2,000.00 a year at \$166.66 a month for book keeping of the gift shops. Supported by; L. Morrison. Upon a roll call vote; 3 ayes; 1 abstention; so moved.

-Planning Commission (C. Paavola): A written report was provided. C. Paavola advised that they will be working on adjusting the sign ordinance. There will be a public hearing on December 5, 2016 at 7:00 pm. just before the regular monthly meeting.

-Park and Recreation (J. Wiczorkowski): J. Wiczorkowski advised that they did not meet in October and they will be meeting on November 28th for discussion and planning regarding the Christmas at the Lighthouse event.

-ZBA (P. Hart): P. Hart advised that the ZBA did not meet; therefore no report was provided.

-Zoning (P. Budnik): A detailed written report was provided. P. Budnik was not present for the meeting.

-Assessor (C. Most): A detailed written report was provided. C. Most advised that the Board of Review will be meeting on December 12th at 5:30 pm.

-Office Staff (K. Bedard): K. Bedard advised that the website is still being updated and the results thus far are looking really good.

-Sexton (B. Torsch): B. Torsch was not present for the meeting.

-Facility & Project Manager/Gift Shops (M. Bedard): A detailed written report was provided. M. Bedard was not present for the meeting.

-Fire Board (L. Morrison): L. Morrison advised that they would like to purchase 6 more sets of turnout gear and the fire board has requested approval to spend \$16,056.00 for the gear. The board discussed the request and determined that they will not approve the amount without a purchase order. L. Morrison stated that he would be sure to have that for the December Board of Trustees meeting. L. Morrison also advised that the fire department will be getting a donated 1988 tanker truck within the next 2 months. L. Morrison then suggested that the Township pay \$25.00 a month to each volunteer for their cell phone usage as an incentive for their response to any fire calls. C. Paavola advised that they will be working on a line item by line item budget for the fire department and will determine by the December meeting if the request can be added to the budget for approval.

Unfinished Business

- **Fire Board Bylaws Approval:** J. Wiczorkowski advised that she had a few changes to pass along, as well as C. Paavola. L. Morrison received the changes and will take them to the next fire board meeting for adjustments.

New Business

- **Planning Commission and ZBA Applicants:** C. Paavola advised that she had received 2 letters of interest for the Planning Commission and nothing has come for the ZBA. She stated that she will schedule interviews with the applicants after the newly elected Supervisor, Larry Fields is on board.
- **Snow Plow Bid:** C. Paavola advised that she had mailed out 4 bid packets and it was also announced in the newspaper. She stated that she only received 1 bid from the Boathouse. She advised that there were a few concerns last season and she will be bringing it to their attention for this season. J. Wiczorkowski moved to approve that C. Paavola will determine who will be hired for snow plowing after contact is made with the Boathouse with the concerns. Supported by; L. Morrison. Upon a roll call vote; all ayes; so moved.
- **Fire Board Liaison Budget:** C. Paavola advised that there will need to be a per diem line item added to the Fire Board's budget for the Board appointed liaison. The board discussed and amount to set for the year. C. Paavola moved to approve up to \$1,000.00 yearly for the Fire Board liaison. Supported by; J. Wiczorkowski. Upon a roll call vote; 3 ayes; 1 abstention; so moved.

Adjournment: With no further business to discuss the meeting was adjourned at 8:10 pm.

Meeting Reminder: The Board of Trustees will meet on Monday, December 12, 2016 @ 7:00 pm. for the regular monthly meeting.

Respectfully submitted; Kimberly S. Bedard, Administrative Assistant

