

**Melrose Township Board of Trustees Approved Minutes  
September 13, 2016**

**Call to order** 7:01pm V. Goodwin called to order

Present: V. Goodwin, S. Burr, P. Cotanche, L. Stephens, R. Hissong Berry

**Approval of the Agenda**

Motion to approve the agenda as presented.

Motion: P. Cotanche, 2<sup>nd</sup> S. Burr Approved 5/0

**Approval of minutes from previous meeting:**

**August 9, 2016 regular meeting**

Motion to approve the minutes of August 9, 2016 meeting as presented.

Motion: S. Burr, 2<sup>nd</sup> P. Cotanche Approved 5/0

**August 23, 2016 Special Meeting**

Motion to approve the minutes of the August 23, 2016 meeting as presented.

Motion: P. Cotanche, 2<sup>nd</sup> L. Stephens Approved 5/0

**Guest None**

**Old Business**

- **Sewer Update**

Bought SKU Utility today. Loan closing postponed until October to take advantage of interest rate reduction to 1.875%.

Discussion to begin site clearing.

Motion to authorize Matts Underground to begin site work at the drainfield site at contractor's risk.

Motion: L. Stephens, 2<sup>nd</sup> S. Burr Approved 5/0

- **Water Update** no news

- **Street Scape update**

Elmer's has a punch list to complete. May need to implement penalty ( liquidated damages) because they are late.

Sidewalks and street lights to begin next week.

**Annual Bond fee** – There will be an annual fee for the life of the loan, paid from DDA fund.

**Expense for balance of project approval for payment**

Motion to authorize the payment of the street scape balance up to \$80,000.00 from the DDA loan account

Motion: V. Goodwin 2<sup>nd</sup> P. Cotanche Approved 5/0

- **Masters House property** Treasurer continues to check weekly about availability for purchase.

**New Business**

- **Parking lot light-**

Motion to approve replacement of the current parking lot light with an LED light.

Motion: R. Hissong Berry 2<sup>nd</sup> S. Burr Approved 5/0

- **Sidewalk snow removal- need to appoint contractors for best insurance coverage**

We need to remember to appoint the contractors as well as award the contract so our insurance will also cover.

- **Dymo label printer** has been purchased for election supplies to process AV ballot envelopes.

- **Consumers Power- up to date street light list**

We have the detailed list now.

**Financial Report**

Motion to accept the financial reports as presented and pay all bills.

Motion: P. Cotanche , 2<sup>nd</sup> S. Burr Approved 5/0

**Zoning Administrators Report** ( see included report)

**Assessors Report** No report

**Employee Grounds Report** No report

**Committee Reports**

- **Planning Commission** No Meeting
- **Zoning Board of Appeals** No meeting
- **Road Committee**

E. Lee reported our road project has begun on Country Club Shores/ North Shore/ Country Club. Fall shoulder work was discussed and he will talk with CCRC. It is time to evaluate road conditions with the CCRC again, will schedule in October.

- **Park Committee** no report
- **Fire Department**

L. Stephens shared included report. Also explained that 911 is looking at going to the State Radio System. Better coverage.

- **DDA** no meeting

**Correspondence**

We have a new ISO rating for the fire rating system. 06/6Y classification

Received new Health Dept. Literature report.

Received notice of a liquor license change granted by the state.

**Public Comment**

G. Lasater commented on MDOT meeting and the positive results.

**Adjournment 7:52pm**