

**Melrose Township Board of Trustees Minutes
December 13, 2016 7:00pm**

Call to order 7:00pm V. Goodwin called to order

Present: S. Burr, V. Goodwin, P. Cotanche, R. Hissong Berry, L. Stephens arrived
7:20pm

Approval of the Agenda

Motion to amend and approve the agenda with the addition of Board Members to be sworn in for the 2016-2020 term.

Motion: RH. Berry 2nd S. Burr

Approved 4/0

V. Goodwin- Supervisor, S. Burr- Treasurer, R. Hissong Berry-Clerk, P. Cotanche-Trustee were sworn in by Clerk Hissong Berry and recorded in the Oath of Office Ledger.

Approval of minutes from previous meetings:

Minutes of November 1, 2016 regular meeting

Motion to approve minutes of November 1, 2016 regular board meeting as presented.

Motion: P. Cotanche, 2nd S. Burr Approved 4/0

Public Hearing on November 10, 2016 special meeting

Motion to approve the minutes of the November 10, 2016 Special meeting- Public hearing for the Ambulance millage with the date at the top corrected to 11/10/2016 as presented setting the levy rate and budget adjustments. See included sheets

Motion: S. Burr 2nd P. Cotanche Approved 4/0

Guest

- **G. Lasater**

Board shared concerns with George about the building department and lax enforcement of permits. He will investigate.

Old Business

- **Sewer Update** Getting very close to being ready. Some things will need to wait until spring. The Township Hall is now connected to the system. Great Lakes Energy will need an easement to place a transformer at the site.

Motion to authorize the Great Lakes Energy easement on the sewer drain field property on US131 to install power.

Motion: S. Burr 2nd P. Cotanche 4/0 Approved

Billing format and details

Need to place on the form: Payable to: Melrose Township Sewer Fund

On the January agenda place a resolution that will set the fees for late charges, turn on/off service, and define the process for shut off and turn on of services.

Note a resolution to set a standard fee for Nonsufficient Funds Check charges will need to be on the January agenda.

- **L. Stephens arrived 7:20pm**

L. Stephens –Trustee was sworn in and recorded in the Oath of Office Ledger.

- **Water Update** no news on the process
- **Street Scape update**
Almost complete- except the bill from Charlevoix County Road Commission for our portion.
- **Masters House property** continue to check on the property- nothing at this time
- **Boyne City Ambulance**
V. Goodwin has talked with J. Lamont about service and communication. They do have their license back. New boundaries are being implemented.
Motion to adopt the boundary map for ambulance service based upon time studies done by EMS director Larry Hanson and J. Lamont B.C. Ambulance Service.
Motion: L. Stephens 2nd S. Burr Approved 5/0
A letter with the map needs to be submitted to 911/EMS as notice of the boundary.

New Business

- **Pay request from Matts Underground USDA draw #3**
Motion to approve USDA Draw Request #3 consisting of \$65,330.50 for current billing from Matt's Underground, \$8,969.50 Performance Engineers for the North Shore Sewer extension, and Township reimbursement of \$55,700 for payments already made to Matt's Underground for the North Shore sewer extension.
Motion: V. Goodwin 2nd P. Cotanche approved 5/0
- **Consumers Power Street light upgrades**
We have received communication about possible upgrades. Should have printed information for the options in January.
- **Breidenstein – lot by back**
Ms Breidenstein shared with the board interest in buying back the lot at Walloon St.
V. Goodwin explained the Township purchased the lot for future expansion and that the redemption period is for one year. That time period has long passed. The fact that the lot is not empty was shared. Part of the garage/apartment building is located on the corner lot the township now owns. We need to seek legal opinion about what to do.

Financial Report

Motion to accept the financial reports as presented and pay all bills.
Motion: P. Cotanche 2nd S. Burr approved 5/0

Zoning Administrators Report (see included report)

No report presented

Assessors Report

No report presented

Employee Grounds Report

No report presented

Committee Reports

- **Planning Commission** P. Cotanche presented summary of the meeting minutes
- **Zoning Board of Appeals** No meeting
- **Road Committee**

Errol Lee reported- projects are wrapped up. Recommended the support of Dennis Way to be appointed as the new Charlevoix County Road Commissioner.

Motion the Melrose Township Board supports Dennis Way for the CCRC position.
Motion: V. Goodwin 2nd L. Stephens approved 5/0

Note: MDOT requires a UD-10 crash report on every event at US131 and M-75 North. Need to contact the new Sherriff about this important detail in the effort to get the intersection worked upon.

- **Park Committee** No report
- **Fire Department**
L. Stephens shared the report summary.
Motion to hire Andrew Marihugh as a member of the Melrose Township Volunteer Fire Department, as recommended by the fire department.
Motion: R. Hissong Berry 2nd S. Burr approved 5/0
- **DDA** no report

Correspondence none

Public Comment called for- E. Lee noted the progress that has been made

Adjournment 9:00pm