

**Williamstown Township
Board of Trustees Meeting Minutes
November 8, 2017**

Call to Order

The Williamstown Township Board of Trustees convened at 7:00 p.m. at the Williamstown Township Hall located at 4990 Zimmer Rd., Williamston, Michigan. Supervisor Bloomquist called the meeting to order and reviewed the Agenda. Supervisor Bloomquist led the Pledge of Allegiance.

Roll Call

Present: Supervisor Bloomquist, Trustee Kane, Clerk Steinberg, Trustee Eyster, Trustee Duffy and Trustee Williams, Treasurer Cutshaw

Also Present: Carolyn Burt/ Deputy Clerk/ recording secretary.

Public Comment for agenda and non- agenda items

Opened at 7:02 PM

None

Closed at 7:02PM

Consent Agenda

Trustee Williams moved to approve the consent agenda

Approve the Minutes of October 11, 2017 Township Board meeting.

General Fund Accounts Payable paid, check numbers 22193-22206 for a total of \$28,588.04.

Payroll paid check numbers 44227- to 44255 and EFTS 492-497 for a total of \$30,554.38.

General Fund Accounts Payable for approval, check numbers 22207-22229 for a total of \$12,966.18 plus.

Police Account check number 1086 for \$430.00 for grand total of \$13,396.18.

Revenue and expenditure report ending October 31, 2017.

Building Inspector's Report

Police Report

Litigation Report

Acknowledge receipt of Treasurer's Report and Revenue Report

Seconded by Trustee Eyster

Discussion: Keep Police checks separate from General fund.

Roll Call Vote: Ayes: Trustee Duffy, Trustee Williams, Clerk Steinberg, Trustee

Eyster, Supervisor Bloomquist and Treasurer Cutshaw

Nays: Trustee Kane

Motion Passed

UNFINISHED BUSINESS

Policy Review

Three topics were presented for discussion. Trustee Eyster prepared background information on budget policy and road policy.

Budget Policy - - In recent years the Board has maintained a substantial reserve account so as to assure adequate resources in the event of emergencies. In context of developing the budget for FY 2018-2019, the Board will consider reducing the maximum Fund Balance so that additional funds can be allocated for roads.

Food Purchase Policy – A draft policy was presented, intended to clarify when the Township will and will not approve food purchases and will be brought back for approval in December.

Road Policy – Despite anticipated increases in Township allocated funds and funds available through the Ingham County Road Department, funding for roads in the foreseeable future will not be adequate to meet road maintenance needs. The Board was asked to consider various methods for applying available funds in ways that maximize the volume of roads maintained while being fair to all residents.

Budget Review

Supervisor Bloomquist presented a preliminary budget for review and input by Board members. The budget will reflect a 3% increase for the staff. The supervisor is recommending soliciting bids for pre-audit services.

Cemetery

Trustee Williams moved the Williamstown Township Board approve the Cemetery Committee move forward on the purchase of fence for the South property line up to \$ 33,000 from Dept. 209-276-980.000 from 1. Sawdon Fence or 2. Spartan Fence to be completed by December 31, 2017.

Seconded by Clerk Steinberg

Discussion:

- Keep the business local when possible
- Want project completed by December 31,2017

Roll Call Vote: Ayes: Trustee Duffy, Trustee Eyster, Supervisor Bloomquist, Treasurer Cutshaw, Trustee Kane, Trustee Williams and Clerk Steinberg.

Nays: none

Motion Passed

NEW BUSINESS

Township Community Park

The Cross Country coach, Tim Kelly, was introduced and spoke to the desire of the Williamston Middle School Cross Country team to hold meets at the Township Park. There would be two per year and the trail would only need two small changes in order to comply with MHSAA regulations. A map of the proposed route was available to Board. At a later date the High School may also wish to utilize the course.

Clerk Steinberg moved the Williamstown Township Board approve the Township move forward to allow the Williamston School District to use the Park for Middle School and Possibly High School Cross Country meets.

Seconded by Treasure Cutshaw.

Discussion:

- School liabilities will apply

Ayes: Trustee Kane, Trustee Eyster, Trustee Williams, Supervisor Bloomquist, Clerk Steinberg and Treasurer Cutshaw

Nays: None

Motion Passed

Ball Fields

Clerk Steinberg moved that the Williamstown Township Board approve the expenditure of up to \$5500. For aeration and top dressing and the addition of 55 cubic yards of sand to the two soccer fields, to be paid from Dept. 101-751-881.

Seconded by Trustee Eyster

Discussion:

- Irrigation for the soccer fields will be considered at a later date and will need additional bids at that time.

Roll Call Vote: Ayes: Treasurer Cutshaw, Supervisor Bloomquist, Trustee Williams, Trustee Eyster, Trustee Duffy, Clerk Steinberg and Trustee Kane.

Nays: none

Motion Passed

Police Assessment Roll

Trustee Williams moved the Williamstown Township Board approve amending the Resolution 2017-98, Confirming the 2017 Special assessment Roll for Police Protection within the Township with the Special Assessment Roll total from \$208,150. To 210,475.

Seconded by Treasurer Cutshaw

Discussion:

- For a residential unit the special assessment is \$100 and for a commercial unit is \$175

Roll Call Vote: Ayes: Trustee Eyster, Treasurer Cutshaw, Trustee Duffy, Supervisor Bloomquist, Trustee Kane, Clerk Steinberg and Trustee Williams

Nays: None

Motion Passed

Artist Restricted Funds

Treasurer Cutshaw moved the Williamstown Township Board approve the expenditure from Dept. 401-751-884.001 for the purchase and installation of playground equipment not to exceed \$8400

Seconded by Trustee Williams

Discussion:

- The Funds are in the Restricted Funds gifted by the Artists who participate in the Art Tour.
- This equipment purchase will complete the commitment of the artists to the Township Hall location.
- Funds will also cover installation and site improvements.

Roll Call Vote: Ayes: Trustee Kane, Trustee Duffy, Trustee Williams, Treasurer Cutshaw, Clerk Steinberg, Trustee Eyster and Supervisor Bloomquist.

Nays: None

Motion Passed

Time Study

Additional input on the Time Study re: hours dedicated to Mow and Snow have been presented for review.

Election Pay

Clerk Steinberg moved that the Williamstown Township Board approve changes in the pay rates for Township election inspectors to \$12/hr for training and payment for mileage from the Township Hall to training site according to IRS rates. And Further to pay \$12/hr for election day work plus an additional \$50 for a full day as precinct chair. Pay rate to be effective immediately and to include the November 7, 2017 election, provided no overtime policies apply.

Seconded by Trustee Williams

Discussion:

- In line with compensation of other municipalities

Roll Call Vote: Ayes: Trustee Duffy, Trustee Eyster, Supervisor Bloomquist, Trustee Kane, Trustee Williams and Clerk Steinberg

Nays: None

Motion Passed

Reports

- Niesa to meet November 9.
- Road Commission to meet next week
- Winter Tax Bills to go out at the end of the month.

Public Comment for agenda & non-agenda items

Opened at 9:24

None

Closed at 9:24

Trustee Duffy moved the Williamstown Township Board adjourn

Seconded by Clerk Steinberg

Supervisor Bloomquist adjourned the Meeting at 9:24

Minutes approved by:

Wanda Bloomquist, Township Supervisor

Date

Mark Steinberg, Township Clerk

Date