

**Williamstown Township
Board of Trustees Meeting Minutes
August 9, 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, Treasurer Cutshaw, Clerk Steinberg, Trustee Eyster, Trustee Duffy and Trustee Williams.

Also Present: Carolyn Burt/ Deputy Clerk.

Public Comment for agenda and non- agenda items

Opened at 7:02 PM.

- Jonathan Brandt 4725 N Branch Dr encourages the Township to move quickly with Freedomnet contract
- Ashley Baker 5632 Shoeman Rd expressed concerns re: Fireworks Ordinance
- Melody Wallace 5582 Williamston Rd regarding the Freedomnet contract, service quality
- Nancy Horton, 5632 Shoeman Rd, regarding Township regulations

Closed at 7:10

Consent Agenda

Trustee Williams moved to approve the consent agenda:

Approve the Minutes of July 12, 2017 Township Board meetings.

General Fund Accounts Payable paid, check numbers 22068-22086 for a total of \$131,928.91.

Payroll paid check numbers 44113-44150 and EFTS 474-483 for a total of \$34,698.18.

General Fund Accounts Payable for approval, check numbers 22087-22101 and 22103-22106 for a total of \$10,803.95

~~General Funds AP for approval #3 for a total of \$7,072.65 (new 401 account)~~

Revenue and expenditure report for July 3, 2017.

Building Inspector's Report

Litigation update

Police Report

Acknowledge receipt of Treasurer's Report and July Revenue Report

Seconded by Treasurer Cutshaw

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

Nays: Trustee Kane

AP for Approval # 3 will be addressed at end of the meeting

Motion Passed

Ingham County Registrar of Deeds

Derek Quinney, Ingham County Registrar of Deeds, and Chris Trubac of the Registrar's office, described the functions of the Registrar's office and encouraged residents to use the office for assistance setting up proper transfer of their real properties.

NEW BUSINESS

Mower Purchase: Deferred until December Meeting to coincide with potential decision on contracting for mowing.

Roof Replacement :

Treasurer Cutshaw moved that the Williamstown Township Board approve the bid from Palmer Roofing with the possible addition of insulation and replacement of decking boards, with a bid amount of \$35,105 and not to exceed \$ 43,000 if there are additional specifications. Shingle specifications will be distributed to the Board.

Seconded by Trustee Williams

Discussion:

- Concerns re: differences in bids concerning coverage and quality of shingles
- Good to use contractors who are in community

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

Nays: Trustee Kane

Motion Passed

Cemetery Plot Repurchase

Clerk Steinberg moved the Williamstown Township Board approve the repurchase of two cemetery

Plots NSS row 40 spaces 25 and 26 for the price of \$380.00 from Diane Schriber per policy dated 2011.

Seconded by Treasurer Cutshaw

Discussion: Add "Per Policy dated December, 2011.

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

Nays: None

Motion Passed

Park Pavilion Reservation Form and Fee Structure

Clerk Steinberg moved the Williamstown Township Board approve the proposed Rental Form and Fee Structure for the Community Park Pavilion.

Seconded by Trustee Duffy

Discussion:

- Change the word Property to read " Reserved Areas"
- Add a place for other reservations, such as" Fields".

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

Nays: None

Motion Passed

Freedomnet Contract

Discussion:

- Formal Board review at September meeting
- Ask about equipment updates and cancellation policies
- Protection re: environmental damage
- What happens if Freedomnet should become bankrupt?

Resolution for November Election

Trustee Williams moved that the Williamstown Township Board approve Resolution 116-2017 to consolidate the two precincts for the November 7, 2017 General Election in the Township of Williamstown, Ingham County Michigan.

Seconded by Treasurer Cutshaw

Discussion: The consolidated precinct will be at the Township hall. All Precinct 2 voters will be notified.

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

Nays: None

Motion Passed

Food Purchase Policy

Deferred to next month

UNFINISHED BUSINESS

Ingham County Road Department Contract

Trustee Eyster moved the Williamstown Township Board approve the 2017 Agreement for Local Road Improvement with Ingham County as approved by the County on July 19, 2017.

Seconded by Clerk Steinberg

Discussion: None

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

Nays: None

Motion Passed

Policy Review

Trustee Duffy moved the Williamstown Township Board approve the Bidding Policy #007 as presented.

Seconded by Treasurer Cutshaw.

Discussion: None

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

Nays: None

Motion Passed

Road Policy

Deferred until next month

Assessment Policy

Trustee Williams moved the Williamstown Township Board approve the Assessment Policy #009 as presented.

Seconded by Trustee Eyster

Discussion: None

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

Nays: None

Motion Passed

507 Lease Agreement

Trustee Williams moved the Williamstown Township Board approve the amended lease agreement with Heather and Matthew Euliss for a term of one year beginning September 1, 2017 and ending August 31, 2018 with a proration for the balance of August paid in advance.

Seconded by Clerk Steinberg

Discussion: Several suggestions were made, including:

- Prohibit marijuana growing and use
- Define Rental Site with a site plan
- Add how many occupants
- Outline for tenants what can go in septic system and that cost of problem on tenant
- Add cleaning fee
- Specify time of day lease ends, such as, 11:59 am

- People with personal protection orders can terminate lease
- One neutered male cat will be allowed
- Delete “Conserve Utilities”
- Wall décor with permission of Lessor
- No satellite to be placed on roof

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

Deferred until November to obtain more data and add more categories

Elected Official Benefits

Deferred to next month

Accounts Payable for Approval #3

Trustee Eyster moved to approve Accounts Payable for Approval # 3 for a total of \$7,072.65.

Seconded by Treasurer Cutshaw

Discussion:

- Transferring funds into the 401 account is in progress
- Invoices to be processed in usual way when this process complete

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

Nays: Trustee Kane

Motion Passed

REPORTS

Treasurer Cutshaw noted that the Treasurer’s report and Revenue report will be positioned outside the consent agenda with a request only to acknowledge these reports. Per the auditors, the auditors are the only authority to approve this information.

