

**Williamstown Township
Board of Trustees Meeting Minutes
December 13, 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 and Treasurer Cutshaw.

Absent: Trustees Eyster, Duffy and Williams.

Public Comment for agenda and non- agenda items

Opened at 7:02 PM

Thomas English of 2095 Mitchell Rd commented regarding lowering the speed limit on Mitchell Rd.

Closed at 7:06PM

Consent Agenda

Treasurer Cutshaw moved to approve the consent agenda:

Minutes of November 8, 2017 Township Board meeting.

Draft Minutes of November 9, 2017 Planning Commission meeting.

General Fund Accounts Payable paid, check numbers 22230-22251 for a total of \$62,983.64.

Payroll paid check numbers 44256- 44297 and EFTS 498-505 for a total of \$31,915.63.

General Fund Accounts Payable for approval, check numbers 22252-22276 for a total of \$20,604.05.

Revenue and expenditure report ending November 30, 2017.

Building Inspector's Report

Police Report

Litigation Report

Acknowledge receipt of Treasurer's Report and Revenue Report

Seconded by Clerk Steinberg

Discussion: Trustee Kane believes financial reports should include more detail and the General Ledger categories should be more self-explanatory.

Roll Call Vote: Ayes: Supervisor Bloomquist, Clerk Steinberg and Treasurer Cutshaw

Absent: Trustees Eyster, Duffy and Williams.

Nays: Trustee Kane

Motion Passed

Planning Commission

Chair, Gerald Eidt described the draft cell tower policy updates, and noted that new policies are under development for solar farms and distilleries.

Discussion: Regarding cell towers, clarification on “propagation” and “stealth towers.”

UNFINISHED BUSINESS

Food Policy

Clerk Steinberg moved the Williamstown Township Board approve the Food Policy revisions to be incorporated into the financial policy effective immediately.

Seconded by Treasurer Cutshaw

Discussion: none

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

Absent: Trustees Eyster, Duffy and Williams

Nays: none

Motion passed.

Budget Policy

Budget Policy 12 was distributed as a draft. The Policy would reduce the Township’s fund balance from \$1,000,000 to \$750,000 and increase funds available for roads. The County will guarantee not contracting out repairs/maintenance up to \$300,000 in a given year that they are able to perform. This Policy will be on the Board’s meeting agenda in January.

Budget Review

An updated draft budget for FY 2018-19 was distributed for review and discussion. Supervisor Bloomquist suggested moving funding for drains into the Special Projects account. Further review and discussion is scheduled for the January Board meeting.

Resolution 117-PTA fine waiver

Clerk Steinberg moved the Williamstown Township Board approve resolution 117 to waive the collection of fines for late filing of Property Transfer Affidavits.

Seconded by Treasurer Cutshaw

Discussion: In any year there are very few transfers, and the costs of collection equal or exceed fine revenues.

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

Absent: Trustees Eyster, Duffy and Williams.

Nay: none

Motion Passed

NEW BUSINESS

Drain Assessment

Clerk Steinberg moved the Williamstown Township board approve the pre-payment of \$10,000 for the Williamstown-Locke Drain to be expended from 401-101-982.

Seconded by Treasurer Cutshaw

Discussion: This will save payment of interest on these funds.

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

Absent: Trustees Eyster, Duffy and Williams

Nays: none

Motion Passed

Senior Center

Financial support for the Senior Center was tabled until the January Board meeting.

Computer upgrades

Treasurer Cutshaw moved the Williamstown Township Board approve the expenditure of a maximum of \$4400 for the budgeted recommended upgrades to Township computers and software, to be expended from 101-191-980 and 728 (Elections), 101-215-980 and 728 (Clerk) and 101-253-980 and 728 (Treasurer)

Seconded by Clerk Steinberg

Discussion: none

Vote: Ayes: Clerk Steinberg, Supervisor Bloomquist and Treasurer Cutshaw

Nays: Trustee Kane

Absent : Trustees Eyster, Duffy and Williams.

Motion Passed

Drain Assessment

Treasurer Cutshaw moved the Williamstown Township Board approve the expenditure of \$ 2036.88 for the remaining balance of costs for the 2017 drain assessment from the GL 401-101-982, Special Projects.

Seconded by Trustee Kane

Roll Call vote: Ayes: Treasurer Cutshaw, Supervisor Bloomquist, Trustee Kane and Clerk Steinberg.

Absent: Trustees Eyster, Duffy and Williams.

Nays: none
Motion Passed

Public Service Application

A draft of the application form was presented for review. Consensus to move forward with placement on the website for use by residents interested in serving the Township on either a commission or committee.

Reports/Correspondence

Letter from Williamston Schools supporting lowering of Mitchell Rd speed limit. The Board will consider adopting a resolution on this topic for support to the Ingham County Commissioners at its January meeting after further investigation into the appropriate process and applicable laws.

- NIESA reports that it is a challenge to hire people for \$11.00/hr. Next meeting will be in January
- Road Committee to meet in January
- Supervisor Bloomquist and a resident visited a "Green Burial" location in Waterford. Interest to go forward with this concept in our community. Also in Cemetery Master Plan

Public Comment for agenda & non-agenda items

Opened at 8:25

Walter Holm, 1936 Live Oak Trail

- expressed interest in Cell Tower Policy information
- get documentation to help with transition of computers
- suggests a webcam to make board meeting more accessible

Closed at 8:31

**Trustee Kane moved the Williamstown Township Board adjourn
Seconded by Clerk Steinberg**

Supervisor Bloomquist adjourned the Meeting at 8:42

Minutes approved by:

Wanda Bloomquist, Township Supervisor

Date

Mark Steinberg, Township Clerk

Date

