

Regular and Cemetery Meeting Minutes: 1/9/2017 (Meeting #10 of FY2017)

Board Members Present: Don Byczek, Supervisor; Joyce Giuliani, Clerk; Kristen LaValley, Treasurer; Dave Solda, Trustee; and Mike Steeno, Trustee

1. Meeting was called to order at 5:30 p.m. by Supervisor Byczek. Pledge was recited.
2. Approve/amend agenda: Byczek requested to add Item K - Board of Review training and Item M - Meeting with City of Norway to the agenda under New Business. Byczek also requested to move Item A under New Business to include it with Item A under Old Business and to have Chris Gotstein from GoTech present his information directly after Item 7 - Bills for approval list. Motion by Giuliani, support by LaValley, to add items k and m to new business, move item a under new business to be included with item a under old business and have GoTech make their presentation after the approval of the bills. All ayes. Passed 5-0.
3. Citizens' Time: None
4. Approve minutes of December 12th meeting: Motion by Steeno, support by Solda, to approve the minutes as presented. All ayes. Passed 5-0.
5. Treasurer's Report: LaValley provided clarification on several items listed. Motion by Giuliani, support by Solda, to accept the treasurer's report as presented. All ayes. Passed 5-0
6. Bills for approval: Giuliani provided clarification on post audit items. Motion by Solda, support by LaValley to approve the bills as presented. All ayes. Passed 5-0
7. Chris Gotstein from GoTech presented information and answered questions regarding his proposal to set up a website for the township.
8. OLD BUSINESS:
 - a. Garage addition/truck sale: Discussion was held regarding the feasibility of selling the township dump truck, which is very underutilized, thereby freeing up storage space in the townhall garage and using that space for cemetery storage instead of building an addition to the existing cemetery building. Motion by Steeno, support by LaValley, to put the township truck out for bids. All ayes. Passed 5-0. Giuliani will send information for to the Iron Mountain News for publication. Ad will also include the Toro lawn mower.
 - b. Compost site: tabled until we talk to the City of Norway regarding costs.

- c. Toro lawn mower: did not sell yet. Will include in ad for the truck.
- d. Website: Motion by LaValley, support by Steeno, to accept bid from GoTech for setting up a website for us. All ayes. Passed 5-0. Giuliani and LaValley will work with GoTech regarding formatting. All board members ideas are welcome.
- e. General Policy Manual review: copies of the proposed general policy were distributed last month to all board members to review. Byczek requested that on page 9, item (j) the sentence "If the Township Supervisor is unavailable, the Township Clerk shall assume the day to day duties of the Township Supervisor." Motion by Giuliani, support by Steeno, to adopt the general policy manual as presented with the above change in wording. All ayes. Passed 5-0. Giuliani will change the wording and provided copies to all board members.
- f. Meeting policy - with the adoption of the general policy meeting, this policy, 2015-6, shall be rescinded.
- g. Zoning administrator/ Blight Officer position: position description title was changed from Zoning Administrator and Ordinance Enforcement Officer to Zoning and Ordinance Enforcement Officer. Since we do joint planning with the City of Norway, the city manager is the Zoning Administrator. Motion by Giuliani, support by Solda, to appoint Don Byczek as the Zoning and Ordinance Enforcement Officer at a salary of \$100.00 per month beginning on February 1, 2017. All ayes with Byczek abstaining. Passed 4-0.
- h. Scanner: a scanner was purchased and will be set up when the treasurer's new computer arrives.
- i. Industrial Park Road: Byczek discussed the feasibility of installing a gate with the city of Norway as they need to access this area on a regular basis. They were not in favor of it. Signs will be ordered and posted this spring in an effort to keep all-terrain vehicles out of the area.
- j. USDA loan payoff - the outstanding amount of the USDA loan was paid off on 1/3/17.
- k. New computer for Treasurer: received a quote from GoTech for a new laptop computer for the treasurer. Motion by Solda, support by Giuliani, to accept the bid from GoTech for a new laptop computer, with the deletion of Microsoft Office software, in the amount of \$1,030.60. All ayes. Passed 5-0.
- l. Dog waste issue: letter was sent to the owners of the dog creating the waste issue

9. NEW BUSINESS:

- a. Truck sale: moved to Item a under Old Business
- b. Salary increase for FY2018: board members declined to increase their salaries.
- c. Road commission meeting : there will be a special meeting of the township board with the road commission to discuss this year's proposed road work. Meeting is tentatively scheduled for Monday, January 30th, at 5:30 p.m. Members will be notified when time is definitely set.
- d. Committee appointments: for Board of Review, Byczek presented Patsy Zanona, Jane Solda, and Sue Giesen. Motion by Giuliani, support by Steeno, to accept the appointments. All ayes. Passed 5-0 For Zoning Board of Appeals, Byczek presented Ron Matonich to fill the seat that expired in 1/2017. Byczek called for a motion to appoint Matonich 3 times. No motion was made by board members. Byczek presented Scott Marks to fill the seat that expired in 1/2017. Motion by Giuliani, support by LaValley, to appoint Scott Marks to the term 1/2017 - 1/2020. All ayes. Motion passed 5-0. Byczek presented Paul Chartier to fill a partial term expiring 1/2019. Motion by Steeno, support by Solda, to appoint Paul Chartier to a partial term expiring 1/2019. All ayes. Passed 5-0. Byczek presented Jean Lindsley to fill another partial term expiring in 1/2019. Motion by Giuliani, support by Steeno, to appoint Jean Lindsley to a partial term expiring in 1/2019. All ayes. Passed 5-0.
- e. Tax collection progress - LaValley presented the board with an update on how much she has collected so far. Motion by Steeno, support by Solda, to extend the tax collection deadline to February 28th for paying taxes without incurring a penalty. All ayes. Passed 5-0
- f. Cemetery rates: a committee consisting of Paul Chartier, Mike Steeno and Dave Solda will review the cemetery rates and also present ideas on updating the cemetery sexton's job description.
- g. FY2018 budget proposal: a preliminary budget was given to all board members. Board members are encouraged to bring ideas for next year to Byczek so he can include in them in the budget hearings.
- h. Screen repair and light repair: repairs will be made using in-house labor as much as possible. Electrician may need to be hired.

- i. Public bond for officials: motion by Giuliani, support by LaValley, to increase the bond limits for the clerk position from \$10,000 to \$25,000 and for the treasurer position from \$25,000 to \$50,000. All ayes. Passed 5-0. Giuliani will contact Hannula Insurance Agency to make the change.
 - j. Dickinson County Chamber Alliance: Linda Zanon, director of the DCCA, will come to our February meeting to explain their role for our township.
 - k. Board of Review training: Byczek requested permission to attend Board of Review training on February 8 at the Island Resort and Casino presented by MTA for a cost of \$81.00 Motion by Solda, support by Steeno, to send Byczek to the Board of Review training. All ayes. Passed 5-0.
 - l. Meeting with Norway City Board: Ray Anderson invited our township board members to attend a training put at the city hall on 1/16 at 6:30 p.m. DCTA meeting is the same not so we will not be able to attend.
10. Citizens' Time: None
11. Committee Reports: None
12. Board member comments: Board of Review will be March 13 from 3-9 and March 18 from 9-3. LaValley will be in the office on 2/28 from 9-5. LaValley will be on vacation from 1/12 thru 1/21. Deputy Margaret Bray will be collecting taxes during this time. Byczek noted that the cemetery looks good. Byczek would like to have a special meeting with the city of Norway in the future to discuss the compost site and streetlights.
13. Sexton's comments: None
14. Adjournment: Motion by Giuliani, support by Solda, to adjourn the meeting. All ayes. Passed 5-0. Meeting was adjourned at 7:40 p.m. Next regular meeting will be on February 13th at 5:30 p.m. DCTA meeting will be January 16th at the Breitung Township Hall in Quinnesec at 6:30 p.m. Training at the Island Resort and Casino for all board members is January 12 at 7:30 a.m. Breakfast and lunch will be provided.

Joyce Giuliani,
Clerk