

Maple Ridge Township Regular Meeting Minutes

December 17, 2013

I. Call to order

Supervisor, **Judy Trudell** called to order the regular meeting of the **Maple Ridge Township Board** at **7:00pm** on **Tuesday, December 17, 2013** at the **Maple Ridge Community Building**. Board Members present were Trustees **Bill Toyra & Janet Pattan**, Supervisor **Judy Trudell**, and Treasurer **Barb Nummilien**. Clerk **Sue Sicotte**.

II. Pledge of Allegiance Recited

III. Approval of December 17, 2013 Agenda: Stood as written

IV. Approval of the Minutes: Regular Meeting November 26, 2013 Motion by Janet, supported by Bill to approve the November 26, 2013 minutes with the following change: Under Unfinished Business-Kitchen Update (payment to Courtney Clark should read a rate of \$8.50 per hour, not \$8.00). Judy, Bill, Janet & Sue All Ayes. Barb Nay. Motion Carried.

V. Review Invoices & Payment of Bills

The lists of bills were presented for the Maple Ridge Township General Fund, Liquor Law Enforcement Account, and the Rock Water System. A motion by Janet, supported by Bill to approve the December bills presented in the amount of \$5,336.51 for the General Fund and \$6,644.82 for Rock Water System. All Ayes. Motion carried.

VI. Reports

Assessors Report:

Daina gave a written copy of her report to each Board Member. She also gave a brief overview of all the new/upcoming changes to the laws in regards to her assessing duties.

Treasurer Financial Reports:

Township General Fund Revenues for November were \$11,667.45. Expenses for November were \$7,886.05; of this amount \$40.00 was for the Liquor Law Enforcement account. The General Fund Operating balance is \$113,806.32; \$75,000.00 is in a CD at First Bank in Gladstone, leaving a Net Operating balance of \$38,806.32; of this amount \$4,021.32 is in the Liquor Law Enforcement account and \$14,948.15 is in the Fire Fund.

Rock Water System Revenues for November were \$2,892.45, expenses of \$2,427.03 leaving a Net Operating Balance of \$11,110.06. Motion by Judy, supported by Sue to make the following Rock Water System Budget amendment: take \$5.00 from Office Supplies and add the \$5.00 to Travel & Training. All Ayes. Motion Carried. Board Consensus to have a Water Customer report given at the next regular meeting.

Depreciation/Contingency Accounts have \$4000.00 each.

Clerks Report and Correspondence: Budget and General Fund Reports reviewed.

Trustees Reports:

Bill Toyra did the Liquor Law Enforcement inspections at Joe's One Stop & Herb's Bar.

Janet Pattan No Report

Supervisors Report:

Judy gave update on the center kitchen painting/improvements costs, the figure she came up with was a total \$643.59, the township portion would then be \$321.80. The figures were given to the Senior Center for their review. The Township received a plaque from the Michigan Recreation Passport Department, to be displayed as part of the agreement of receiving the grant monies for the improvements to be done at the ball field.

VII. Public Comment

Virginia Broeders commented on the Rock Water System leak

Dick Weidner commented on the nice job Assessor Daina Norden gave in regards to the Veteran's Exemption.

VIII. Unfinished Business

a. Water System:

1. Expansion Joint/Water Tank: St. Germaine sandblasting has completed the repair of the Expansion Valve per the estimate of \$4,690.00.

2. Treatment Plant Roof: Ted has requested that we wait to purchase the tarps to cover the roof at this time.

3.Chlorine Pump/Tank/Chlorine Delivery: Judy updated the board on the status of the Pump/Tank/Chlorine purchase from Hawkins. There is a delivery charge for the chlorine of \$28.00 per delivery. She noted we were paying Wausau Chemicals a delivery fee of \$48.00 and a deposit of \$25.00 per barrel of chlorine, so it still results in a savings to the township to do business with Hawkins. Lee Ryan of Hawkins is in contact with MDEQ to insure that the pump is acceptable and approved by them- prior to its installation.

4.Meter Readings: Sue to get with Barb and help with the input of the October meter readings that were performed, to make sure the water system billing program is up to date. Request was made to get a copy of the Nov15, 2013 & Dec 15, 2013 billing/meter reading reports from the Water System Billing Clerk.

b.*Fire Funds*:Motion by Sue, supported by Janet to pay the \$14,948.15, that is in the Maple Ridge Township General Fund to the Tri-Township Fire Department. The board had CPA Ray Payment & Attorney John Filoramo do research into the matter in September 2013, both the CPA/Auditor and Attorney were in agreement as to the balance of funds that needed to be dispersed. To clarify questions-It was also noted that according to the current Agreement that was established April of 1992 and revised/approved 3/30/11 in Section V: Special assessment monies collected by township treasurers shall be paid to the Tri-Township Fire Department Administration account according to each township treasurer's method of settlement of tax accounts. Request for a copy of the County tax settlement reports was requested. It was also noted that per this current agreement Section VII: The buildings which house the Tri-Township Fire Department vehicles are the property of the township in which they are located. Judy, Bill, Sue, & Janet All Ayes. Barb Nay. Motion Carried. Request was made to get a copy of the County Tax Settlement reports from the Treasurer.

IX. New Business

- a. *January Meeting Date Change*:request was made to change the Jan. 2014 meeting date. Board Consensus to change the Jan. meeting to Wednesday Jan. 29, 2014 at 7:00pm.
- b. *Billing days/Mail pickup/Office tidying* :Motion by Judy, supported by Bill that all bills & reimbursement requests be submitted and at the hall for payment on the Friday prior to the 10th of each month and the Friday prior to each regularly scheduled board meeting- no later than 6:00pm. All Ayes. Motion Carried. Reminder was given to please utilize the preprinted reimbursement forms and state what the bill/reimbursement was for. Judy will get the mail for PO Box 135. Please tidy up the office as needed while you are there. Sweep floor, etc. or leave door open for Kathy if she is cleaning.
- c. *Board of Review*: Judy reminded the board of the lines of communication that are to be utilized, in regards to questions to do with assessing or property questions. All questions/concerns should be directed to the assessor Daina Norden. If there is an issue in contacting the assessor, than the person should be directed to contact Judy, as she is the Chief Assessing Officer.

X. Public Comment: None

XI. Adjournment

Supervisor, Judy Trudell adjourned the meeting at **8:40 p.m.**

Unapproved Minutes submitted by: Susan Sicotte & Judy Trudell