

# Homestead Township Regular Board Meeting January 3, 2023

*A regular meeting of the Homestead Township Board was called to order at 6:00pm by Supervisor Tia Kurina-Cooley.*

Pledge of Allegiance was said.

**PRESENT BY ROLL CALL:** Mike Mead, Tia Kurina-Cooley, Karen Mallon, Shannon Purchase, Pat Delorme.

**APPROVAL OF MINUTES:** Motion by Cooley to approve the December 5, 2022, Regular Board meeting minutes.  
Support: Cooley. All ayes; no nays. Motion carried.

**APPROVAL OF AGENDA:** Mead requests the following additions to the agenda: Appoint FOIA Coordinator, Travel Reimbursement for Fire Department Personnel, Removal of Tree from "Pond", New Lights in the Fire Hall, Inform Benzie County Recycling to Grate the Recycling Lot, Title for the 1976 Fire Truck.

Motion by Cooley to approve agenda with additions. Support: Delorme. All ayes; no nays. Motion carried.

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** January 10, 2023, Spaghetti Dinner – Affordable Housing, Road Commission Township Report and Annual Report, January 12, 2023 Meeting for Road Commission for Road Projects to the BCRC

**REPORTS:**

**Zoning Administrator:** Written report submitted. Lighting Complaints are valid based on the current Zoning Ordinance. This is a Zoning issue that needs to be addressed through ordinance cleanup and revisions to make it a better process.

**Assessor:** No report submitted. Assessor not present.

**Parks:**

Platte River Park – HARP reports construction continues. Spring projects include pit toilets, kayak launch, fishing piers and trails. Pursuing grant funds. Paperwork has been submitted. Goal is to link the Village of Honor to the park using sidewalks – not to the entrance off of 31 which currently does not exist. Trials are the immediate need. The focus continues to be access to the river and trails. There has been talk about having a dog park at the park. Clerk to contact insurance carrier regarding liabilities for dog parks and kayak launches.

Cooley reminds HARP that approval to bids and other payments must come to the Board for approval. She asks about the June \$150,000.00 grant funds (Great Lakes Fishery Grant) and how disbursement will look. The Board needs information on costs before the Board can approve bids.

Beckett and Raeder is responsible for permit process.

Mallon asks if the park is not open to the public, is there a gate or sign indicating that the park is closed? What are the liabilities to the township if nothing is posted regarding the park closed?

**Planning Commission:** Meeting cancelled due to lack of quorum, so public hearing was not held either. January 16, 2023, next meeting. Special Meeting/Park and Rec CIP to be held January 27<sup>th</sup> or January 28<sup>th</sup>. Need 15 days' notice.

Board decision to hold a Special Meeting of the Planning Commission and Public Hearing on Saturday, January 28, 2023 at 10:00 to discuss the township's CIPs. 15-day notice needed. The Township Board will meet at 11:00 am on Saturday January 28, 2023, to hear the Planning Commission's recommendation and make resolution for a Park and Rec Master Plan.

**Fire Department:** Written report received. Markey will start submitting reports by jurisdiction.

**County Commissioner:** Committees and polices updated. Organization meeting held. Karen Cunningham is the new Frankfort area Commissioner.

**Treasurer:** Written and submitted. Will meet with Honor Bank to open a CD in the amount of \$125,000.00 for 5 months at 3.0% interest.

Notice from State Savings Bank the savings account is inactive. Mallon suggests using the PTAF monies in the amount of approximately \$5,000.00 as a deposit to bring the account to an active state.

Motion by Delorme to deposit the PTAF monies of approximately \$5,000.00 to State Savings Bank. Support: Purchase. Roll call: Mallon – yes; Mead – yes; Cooley – yes; Delorme – yes; Purchase – yes. Motion carried.

**Clerk:** Written and submitted. Advised the Board that the Clerk's Office will take lead with the Treasurer's office to balance accounts. Accounts were in balance in September/October of 2022. Two accounts are out of balance. There may be deposits made that were not reported to the Clerk's office. This will have to be resolved by the end of February prior to the BS&A transition.

Motion by Cooley to accept reports as presented. Support: Purchase. All Ayes; No Nays. Motion carried.

#### **FINANCE:**

Motion by Cooley to approve APs for GF, FD and P&R with additional invoices as presented. Support: Mallon. Roll Call: Mallon – yes; Mead – yes; Cooley – yes; Butler – yes. Motion carried.

Motion by Cooley to approve Norther Greenlawn Prepay Support Contract for 2023 Season in the amount of \$656.46. Support: Mallon. Roll Call: Cooley – yes; Delorme – yes; Purchase – yes; Mallon – yes; Mead – yes. Motion carried.

Budget Amendments: Motion by Cooley to amend budget for Trustee Wages with an additional \$1200.00 being added moving it up to \$6,000.00. Support: Delorme. Roll Call: Delorme – yes; Purchase – yes; Mallon – yes; Mead – yes, Cooley – yes. Motion carried.

#### **NEW/OLD BUSINES:**

**Planning Commission Resignation:** Letter of Resignation received by Gary Maccihoni. Motion by Cooley to accept resignation. Support: Mallon. Roll Call: Purchase – yes; Mallon – yes; Mead – yes; Cooley – yes; Delorme – yes. Motion carried.

Open position on Planning Commission. Letter of interest needed to serve on the Board.

**MR Consulting Revised Contract:** Mallon suggests that this be tabled and revisited for fiscal year 2023-2024. MR Consulting serving this township well.

**Park and Rec Plan:** The December 19, 2022 public hearing not held due to lack of quorum. New meeting and public hearing date will be January 28, 2023, at 10:00 and Special Board Meeting to follow at 11:00 to approve.

**FOIA Coordinator:** Motion by Cooley that Supervisor be Interim FOIA Coordinator. Support: Delorme. Roll Call: Mead – yes; Cooley – yes; Delorme – yes ;Purchase – yes; Mallon – yes. Motion carried.

**Drainage Pond:** Tree removal necessary. Purchase will remove tree.

**Fire Department Personnel Travel Reimbursement:** Mead wants an update why fire department personnel not paid yet. Clerk advised the Board that time sheets are not matching up to reimburse request dates. Clerk is having trouble verifying work done for township on the dates where reimbursement is requested. Markey advises that there are no documents for time worked as this training was not done at the Township level but at the County level. There are no records. Clerk advises that it is a moot point then to look for records that do not exist that support training dates on travel date reimbursement request. Checks will be cut without that part of the support. Clerk reminds the Board that this is an issue that the Board was marked for through auditing: Not having supporting documentation for disbursements.

**Fire Truck Title:** Title is lost or doesn't exist. Supervisor advises that she has no title. Clerk will make an appointment with SOS to get a replacement title.

**Recycling Lot Grating:** Benzie County Recycling Center to be contacted.

**Fire Department Building Lights:** Mead requests approval for purchase of new lights. Motion by Cooley to contact Glen Lake Electric to replace lights. Support: Delorme. Roll Call: Purchase – yes; Mallon – yes; Mead -yes; Cooley – yes; Delorme – yes. Motion carried.

**Announcements:** CoHo Fest Christmas Party. Purchase advised of a complaint about the men's bathroom. Clerk advises that her office cleans the hall after hall rentals. Clerk advises the Board that the contract for Building and Grounds maintenance should be covering cleaning the bathrooms and the hall. Her office will continue to clean the hall and bathrooms until this is clarified.

**PUBLIC COMMENT:** None.

Motion by Cooley to Adjourn Regular Board Meeting at 8:03 pm. Support: Mallon. All ayes. Motion carried.

I hereby certify that the minutes contained herein are the draft minutes of the January 3, 2023, Regular Board meeting. Signed herein by the Homestead Township Clerk, Karen Mallon on this the 8<sup>th</sup> day of January, 2023.

Respectfully Submitted:



\_\_\_\_\_, Karen Mallon, Clerk