

# CRYSTAL LAKE TOWNSHIP REGULAR BOARD MEETING (\*amendments)

Held at 1651 Frankfort Hwy., Frankfort, Mich. 49635

June 9, 2020

**Meeting was called to order** at 7 p.m. by Supervisor Ferris.

**Pledge of Allegiance** was recited.

**Roll call:** Present: Ferris, May, Nielsen, Popp, Sullivan; constituting a quorum. Absent: none.

**Agenda:** Ferris moved to approve agenda with amendments to add newsletter, zoning administrator report and action for phone system; Popp seconded; all ayes. Motion passed.

**Conflicts of Interest:** none.

**Minutes:** May 12, 2020, minutes not available at this time.

**Correspondence:** Email from Jane Perrino, Benzie Conservation District, presented.

**County Commissioner Report:** Linda Farrell presented report. Discussion followed pertaining to 29-percent of Crystal Lake Township resident's response to U.S. Census.

**Public Comment:** none.

## **Clerk's Report:**

\*Without the actual warrant report presented, Popp moved to renew Michigan Township Association annual membership and to purchase Plus Package for 15 online learning classes; May seconded; May, Nielsen, Popp, Sullivan; ayes; Ferris; nay. Motion passed.

Sullivan discussed additional election expenses due to Covid-19.

Sullivan discussed possible, optional, payment to FreeConferenceCall.com for use of services.

Outstanding warrants discussed. Popp moved to approve \$3450.00 for Dec. 2019/Jan. 2020 internal control training, by State of Michigan; to renew MTA membership, and to pay MTA online training, attorney invoice and customary monthly invoices. Official expense reimbursements will be paid, after review. May seconded; May, Nielsen, Popp, Sullivan; ayes; Ferris nay. Motion passed.

## **Treasurer Report:**

Popp presented General, Cemetery, Fire and Road financial reports.

Popp presented letter to be printed on reverse side of summer tax bill. After discussion, edits were made.

Popp made reference to recent email pertaining to 2020-2021 budget timeline.

After discussion, Popp made motion to award Anavon Technology Group a one-year contract for a VoIP phone system (includes equipment and service); May seconded; May, Nielsen, Popp, Sullivan; ayes; Ferris; nay. Motion passed. \*Popp agreed to manage the phone system and general mailbox.

**Reports:**

**Building and Grounds:** Ferris will contact pest control company for ants. Frankfort Plumbing and Heating will service the township hall toilet. The board tables have not been ordered. \*Dean Michael and Trustee May offered to dispose of old board meeting table waste.

**Cemeteries:** Ferris reported a car accident at North Cemetery and will follow up for possible cost recovery.

**Fire Services:** Ferris shared email with City of Frankfort Superintendent, Josh Mills, and agreed to forward to board members.

**Covid-19:** After discussion of Gov. Whitmer's executive orders and MTA's guidelines, Popp made motion to close township hall and for staff and officials to work remotely during pandemic \*or until further notice. Staff and officials may schedule appointments; Nielsen seconded; all ayes. Motion passed.

**Planning and Zoning:** Zoning administrator's report was presented. Brief discussion of circuit court case, Kullenberg v. Crystal Lake Township; more details were requested by the board.

**Roads:** Nielsen reported the status of asphalt road repairs to township roads.

**Unfinished Business:** Sullivan announced her surgery date for June 22 and will need 3-weeks for recovery. She will contact County Clerk Olney to recommend a person well versed in state election computer system to assist the township in her absence.

Ferris presented draft of summer newsletter. Ferris to forward final draft of newsletter to Popp, before June 10, for submittal to KCI, for printing and distribution.

**New Business:** Ferris shared Deputy Supervisor, Jill Marble, intention of resigning when a replacement is hired.

In addition to Ferris and Sullivan possessing a key to the township hall, Popp will also receive one.

**Public Comment:** Linda Farrell requested copy of township newsletter.

**Meeting adjourned at 8:17 p.m.**