

# **Regular Meeting of the Crystal Lake Township Board**

1651 Frankfort Highway, Frankfort MI 49635

November 10, 2020

**Meeting was called to order** by Supervisor Amy Ferris at 7:00 PM via teleconference.

**Pledge of Allegiance** was recited.

**Roll Call:** Ferris, May, Nielsen, Popp and Sullivan were present, constituting a quorum.

**Agenda:** Ferris proposed that the agenda be truncated to only the Warrant Report, the snow plow contract, the newsletter, and the tax bill letter since, as recommended in a memo from the lawyer, motions adopted via teleconference, instead of in person meetings, may not be legal. Popp objected, since she had not received a copy of the attorney's memo and she was not comfortable attending any public meeting in person. Farrell explained that due to COVID restrictions, the State of Michigan allows teleconference meetings and any action from May 18 until the end of the year would be valid. Ferris moved to only discuss the business issues listed above. Sullivan seconded; roll was called; Ferris, yes; May, no; Nielsen, no; Popp, no; Sullivan yes. Motion failed.

Popp moved to delete the Citizen Complaint resolution and procedure under New Business from the agenda; Ferris' amendment to also delete the EGLE FEMA NFIP Map and the Remote meetings update under Unfinished Business was accepted by Popp. Sullivan seconded; roll was called; Ferris, no; May, yes; Nielsen, yes; Popp, yes; Sullivan, yes. Motion passed.

**Conflicts of Interest:** There were no conflicts of interest.

## **Minutes:**

- Popp moved to amend the minutes of October 13, 2020 as follows:
  - The Roll Call section should be amended to show that May missed the Roll Call, but was later present for other discussions and votes;
  - The Agenda section should be amended to show that Beverly Popp's correspondence would be added to the Correspondence section and that the EGLE correspondence would be postponed until November; and

- The Minutes section should be amended to add that the September 8, 2020 Minutes should show that Ferris moved to approve the May 12, 2020 minutes as presented; May seconded; roll was called; all ayes.

Popp moved the minutes of the October 13, 2020, Regular Board Meeting be approved as amended; May seconded; roll was called; all ayes. Motion passed.

**Correspondence:** Sullivan discussed correspondence from the SEEDS Group. This group trains young adults to do landscaping and light construction work. Sullivan felt that they may be a group Crystal Lake Township could utilize in our cemeteries.

**Commissioner Farrell's Report:** Farrell congratulated everyone on their elections. She has met with County Commissioners on going forward with Headley changes. State bill SEN-1108 establishes the validity of virtual meetings retroactive to March 18, 2020.

**Public Comment:** Tom Kucera commented that it is difficult for members of our community to attend virtual meetings. He recommends announcing in local paper prior to meeting what the agenda items are. Bill Northway noted that the Board Minutes are still not on line in a timely manner. Sullivan explained that the minutes are not placed on line until they are approved by the Board, but agreed to post draft versions online in the future.

#### **Clerk's report:**

- The Warrant Report was presented. Popp moved to approve the Warrant Report as presented. Nielsen seconded; roll was called all ayes. Motion passed.
- Sullivan said the election was very successful. 900 of our more than 1100 voters cast ballots, giving the township an 80% voter turnout. KUDOS to all of our election workers who worked very hard. Sullivan recommended using some of the grant moneys to provide hazardous pay to the election workers. Thank you also to Dr. Northway for provided N95 masks to us for Election Day. Nielsen recommend that communications should be provided to the voters assuring them about our process, especially regarding signature verification.
- Sullivan moved to adopt the 2021 Regular Board Meeting schedule as presented. Popp seconded; roll was called; all ayes.

#### **Treasurer's Report:**

- Popp presented the monthly financial reports.
- Popp presented the Auditor Communications Summary and his recommendations.
- Popp moved to accept the accounting procedure resolution; explaining that it had been reviewed in detail and approved by the auditor. Nielsen seconded; roll was called, all ayes.

- Ferris said she would not need a receipt book because she does not handle money.
- Popp provided the Board with the letter that will be printed on the back of the winter tax bill. It was suggested that TNT officer and CLT be spelled out in the letter. Also, the Maple's should not have an apostrophe. Popp moved the tax bill and letter be accepted. Nielsen seconded; roll was called, all ayes.
- The 2021 Clean Up days were presented. Ferris noted she preferred one Clean Up day as opposed to two. Since Clean Up day is difficult to find on the website, she drafted a description of what is involved and proposed that it be accessible from a "link" on the Home Page. Popp moved to adopt Clean Up days as presented. May seconded; roll was called, all ayes.

## **Committee Reports**

### **Airport:**

- Popp will scan the airport report and email it to Board members.

### **Building & Grounds (B&G):**

- It was suggested to Sullivan that there may be asbestos in the building. Sullivan will get names of asbestos assessment specialists and present them to the Buildings and Grounds Committee. No painting or carpeting should be done until this is taken care of. Bids will also be asked for the painting job in the townhall. Ferris suggested we could paint after the new carpet is installed. May says the ceiling and walls should be painted first to protect the new carpet from dust and paint. Ferris asked the Board if they would charge the Buildings and Grounds Committee to get bids regarding asbestos and painting. There were no objections from the Board. Ferris and Sullivan will get together with the Committee.
- Ferris moved that the Board approve the renewal of AJ's Excavating contract to snow plow the Township's parking lot for the '20-'21 season. Popp objected to approving a contract sight unseen. Ferris explained that the fees would remain the same as they were the last couple of years, i.e., \$35 for just snow and \$40 if salt or special treatment is necessary. Sullivan seconded. Roll was called: Ferris, yes; Nielsen, yes; May, yes; Popp, no; Sullivan, yes. Motion passed.

### **Cemetery:**

- Cemetery ordinance is postponed until Cemetery Committee meets again, with Popp present via teleconference.

### **Enforcement Update:**

- The October enforcement report was presented. Many cases have been closed, but a few remain open.

#### **Fire and First Responders:**

- There have been no meetings.

#### **Planning and Zoning:**

- Kucera explained that a slope map is required by ordinance and should be adopted by the township. The current map we have is from 1993 and is outdated. He has been discussing with Progressive A & E to have a new map done using lidar. The cost of this map is \$3,500-\$4,000. Kucera will investigate further and have additional information available at the next meeting.
- There have been many inquiries about land divisions. State statutes on this subject are very complex. Kucera would like to discuss this with the attorney. Ferris urged that the Planning Commission should get back to work. Kucera will contact them.
- Flood Map – EGLE is asking township to enforce state building code. Kucera explained that this is done by the county. By the end of March township ordinance revisions and inter-agency agreements with the County need to comply with FEMA requirements.

#### **Newsletter:**

- Popp recommends spelling out Crystal Lake Township, rather than using CLT. Ferris will provide the Board with a draft and asks for any comments to be sent to her no later than Wednesday so that she can give Popp the final copy on Thursday, Nov. 12, 2020.

#### **Roads:**

- Nielsen discussed Robinson Road. The guardrails may not be able to be installed at this time due to underground utilities.
- Bids are expected to come in before the end of the year for the roads to be worked on next summer.

#### **Unfinished Business:**

- Ferris recommended adopting and supporting Beulah's Beach Remediation (e-coli) and Storm Water Reduction Project. She sent a letter to EGLE of support but it can be retracted. Ferris apologized for not getting letter to the Board prior to this. The letter will be forwarded to the Board. Ferris moved to approve letter of support for this program. Sullivan seconded; roll was called, all ayes.

#### **New Business:**

- Sullivan asked to use some of the grant money approved for COVID related election expenses to provide hazard duty pay to the election workers. Popp agreed. Sullivan also asked for feedback about giving extra pay to Kathy and Sondra for the amount of

time they spent interacting with voters walking in before the election. She will come back to the Board next month with figures.

**Public Comments:**

- Farrell clarified that TNT and SRO are different positions. TNT is Traverse Narcotic Team and SRO is School Resource Officer. Farrell asked that people identify themselves when seconding a motion. She also suggested including information in the newsletter about how the public can access meeting information under the new Open Meetings Act guidelines.

**Board Comments:**

- Sullivan wanted to let the Board know that she will be looking at machinery that can help kill viruses. She will have information available at the next meeting.

**Meeting adjourned at 8:44 p.m.**

Sue Sullivan, Clerk, and Sondra Halliday, Clerical Assistant, reporting.

DRAFT