

Sharon Township Board Meeting Minutes

APPROVED

December 6, 2012

CALL MEETING TO ORDER: The Sharon Township Board held its regular board meeting on Thursday, December 6, 2012. Supervisor Psarouthakis called the meeting to order at 7:00pm. There were 12 public attendees present.

PLEDGE OF ALLEGIANCE: The pledge of allegiance was said.

Psarouthakis introduced the new board members to the public: Patricia Farmer, Trustee. Chelsea Mikel, Clerk. Peter Psarouthakis, Supervisor. Brian Simons, Treasurer. Jim Hopkins, Trustee.

ROLL CALL: Farmer, Mikel, Psarouthakis, and Hopkins PRESENT. Simons ABSENT

APPROVAL OF THE AGENDA: Psarouthakis added to “new business” discussion on keys and snow removal. Bill Lewis reminded the board to add the mineral extraction moratorium issue to “old business”

Motion by Mikel to approve the agenda, supported by Hopkins. Motion carried.

APPROVAL OF THE NOVEMBER 1, 2012 MINUTES: Hopkins pointed out errors in individual and business name spellings.

Psarouthakis pointed out that the previous months minutes were received on **November 19, 2011 at 10:51pm** and read the following:

“Public Meeting Act Requirements for Minutes:

When must the minutes be available – *proposed minutes must be made available for public inspection within eight days after the applicable meeting. Approved minutes must be made available for public inspection within five days after the public body's approval .MCL 15.269(3).*

When must the minutes be approved – *at the board's next meeting. Corrected minutes must show both the original entry and the correction (for example, using a "strikethrough" word processing feature). “*

Psarouthakis commented that for a long time the township Board meeting minutes have NOT been provided to the public in the timeline required by the OMA. From this day forward the new Township Board will make every effort to follow the OMA and provide the minutes to the public as required by law. A synopsis of the minutes will appear in the local newspaper. The entire Board minutes (unapproved and approved) will be posted at the Township Hall and on the Township website.

Motion by Hopkins to approve the amended minutes, supported by Mikel. Motion carried.

PUBLIC COMMENT: Congratulations was given to the new board members and it was asked if they had taken their oaths of office. It was noted that previous clerk, Teri Aiuto was unwilling to issue the oaths, so the new board members took their oaths at the county office, with the exception of Simons who took his oath in front of Teri Aiuto with Kathy Spiegel as a witness.

Concerns about having a fee schedule for the attorney and knowing estimates ahead of time of how much money it would take to investigate certain topics was brought up.

Resident Bob ~~Motise~~ **Mottice** wanted to formally note his complaint about his neighbor's dog barking with the board. Zoning administrator, Dave Wilson said they are working with the township Planner on creating a new ordinance that will put more responsibility on the dog owner so that law enforcement will have the right to intervene. Psarouthakis said he would go speak with the neighbor and stated that the process for creating a new ordinance takes time and asked for patience.

Concerns were also brought up about the amount of ~~sewage~~ **farm affluent and manure** being pulled out onto Pleasant Lake Rd and whether or not the township can regulate it.

SUPERVISORS REPORT: Psarouthakis reported that the transition of the Clerk's office did not go well, but it is finally completed. The date that all new Board members took their offices was on November 20, 2012 at 12:00pm. The previous clerk had known about this date since the July 2012 primary election in which she was defeated. Professional communications with the former Clerk regarding transition were met with angry responses that were not conducive to getting the job task completed. While the transition was finally completed on December 5, 2012 it will still take time to organize a proper filing system from out of what was left in such a way that benefits the township. Psarouthakis asked that the residents of the township have patience with Board over the next few months, especially the new Clerk (Chelsea Mikel), as we work hard to get the township filing system in proper professional order.

An audit of the township books, set up by the former Clerk, was to occur on November 20, 2012. The audit had to be rescheduled, due to the former Clerk not being prepared and having her books in order by that date. The Audit took place on December 5, 2012, eight days after the official date the new Clerk took office.

As discussed at the November Board meeting an amendment was requested by JP Morgan Chase Bank for the Sprint letter of credit. The amendment was for a change of dates only. No other changes to the letter of credit occurred. This was signed on November 15, 2012 by then Supervisor John Frey and faxed to the appropriate person. A signed copy of the amendment was sent to the township and provided to the Clerk. No further action is required.

Due to the October vehicle accident at the cemetery located at Sharon Valley and Sharon Hollow roads an insurance claim was filed to fix the damage there. No injuries were reported by the State Police. We hope to have this repaired in the very near future depending on weather conditions.

New office hours were presented:

Monday 4:00 to 7:00 PM (Treasurer 5:30 to 7:00 pm)

Tuesday 9:00 am to 12:00 pm (This will not be a consistent time. Please call first to verify someone will be there)

Thursday 9:00 am to 12:00 pm (Supervisor, Clerk, Zoning Administrator, Planning Commissioner)

Friday 9:00 am to 12:00 pm (Assessor)

TREASURERS REPORT: (Given by Psarouthakis) Winter taxes have been sent out, our December bond payment has been made and a receipt has been provided, and an audit happened, on December 5, 2012 to ensure financial records are accurate and up to date and all books match.

Motion by Mikel to approve the treasurer's report, supported by Farmer. Motion carried.

ZONING REPORT: Zoning administrator, Dave Wilson, reported no new zoning compliances, no new addresses and no new land splits. New complaints: junk and abandoned vehicles on Lehman Rd. also a new complaint about guns shooting on Easudes rd. Guns shooting complaint brought to attention that the township does not have an appropriate safety/distance/shooting ordinance, which will be added to the list to ask the township planner. Also, a new complaint of a clubhouse on the property across from the town hall which has inappropriate language painted on it was brought up, the homeowners have been contacted and are cooperating. Zoning is currently working on a new dog and dog barking ordinance and hopefully hope to have something in writing by late winter/early spring.

PLANNING COMMISSION REPORT: Planning Chair, Bill Lewis, reported that they would like to work on new wording in the special use permit ordinance which would allow the township to amend existing special use permits rather than go through the re-application process. Bill would like to work with the township planner on the proper procedures to allow this to happen. Time with the planner is estimated to cost \$127.50. Discussion of background on why amending existing permits was necessary.

Motion by Psarouthakis to approve \$127.50, to meet with planner on "amending special use permits", supported by Mikel. Motion carried.

MINERAL LICENSING BOARD REPORT: Hopkins reported there was no meeting, however, Jim Lyos wishes to retire from the MLB and the board is seeking a new appointee- currently, no one has come forth. Hopkins has asked Dave Wilson to accept this position, Dave is thinking about it. However, in the meantime the MLB will look into any interested applicants.

CACA REPORT: Hopkins reported that Christine ~~Littlefield~~ **Linfield** (City of Chelsea) expressed interest in the open treasurer position; however they are waiting until Sylvan Township appoints a new representative to decide on a new CACA treasurer. CACA's budget has line-item adjustments that need to be made in order to satisfy the States audit concerns and the necessary steps are being taken to resolve those issues. Buildings report: 7 new houses, Smokehouse 52 Barbeque and Elite Arms permits were issued, Federal Screw Works demolition permit was issued, and upcoming projects of new houses are anticipated.

SWWCOG REPORT: Psarouthakis, no meeting this month.

MDOT MEETING REPORT: Bill Lewis reported that plans for 2013, in our area, include continuing work on M52 in Chelsea and Manchester and a cable line being put in from Jackson Co. Rd. to Dancer Rd. MDOT's upcoming projects are the reconstruction of I-75, starting at the Ohio border and moving North until they reach 275- this is expected to take many years and the majority of their budget.

OLD BUSINESS:

- a. **Cemetery Vehicle Accident-** talked about in Supervisors Report

- b. **Sprint Letter of Credit**- talked about in Supervisors Report
- c. **Grass Lake Sanctuary Final Site Plan**- Kathy Spiegel brought to the board's attention that the final development plan had been approved at last month's board meeting but NOT the final site plan itself.

Motion by Psarouthakis to approve the final site plan for the Grass Lake Sanctuary based on the recommendation of the Planning Commission, supported by Hopkins.

Roll Call Vote: Farmer: Yes, Mikel: Yes, Psarouthakis: Yes, Simons: Absent, Hopkins: Yes.
Motion carried.

- d. **Mineral Extraction Moratorium**: Hopkins reported that the existing ordinance is out of date with State statutes and needs to be edited and updated. He does not feel the MLB can accept new applications until this is taken care of. Simons had suggested at a previous meeting to set a sunset clause end date for the moratorium. Discussion took place about how it will not affect existing gravel pit owners and that it is not anticipated to delay any future application processes.

Motion by Hopkins to establish a moratorium on new activities governed by Sharon Township Mineral Extraction Ordinance 5.2 that regulates the mining of sand, gravel, and earthen material. The sole intent and purpose of this moratorium is to provide Sharon Township with enough time to revise, approve, and adopt a revised mineral extraction ordinance. The moratorium end date is upon approval or adoption of a revised ordinance by the board or June 1st, 2013. Motion supported by Mikel.

Roll Call Vote: Farmer: Yes, Mikel: Yes, Psarouthakis: Yes, Simons: Absent, Hopkins: Yes.
Motion carried.

NEW BUSINESS:

- a. **Fire Mileage Renewal**: Current mileage is up July 1, 2013. The board will have to ask residents to vote again, set up a new proposal and have a special election. The board is inclined to look at a 5-year proposal based on the current systems success.
- b. **Fire Contract**: will need to renew in June
- c. **Appointments**: tabled until next month when all position members have been talked to with the exception of the Planning Commission. Psarouthakis suggested appointing Patricia Farmer as our board liaison and Kathy Spiegel to replace Dan Yordanich whose term ends this year. (State statute requires a board member liaison and an odd number of members)

Motion by Mikel to support appointment of Patricia Farmer, as board liaison, to planning commission, supported by Hopkins. Motion carried

Motion by Mikel to support appointment of Kathy Spiegel to planning commission, supported by Psarouthakis, Motion carried.

- d. **Laptop for Clerk**: Previous Clerk had township books and documents on a personal computer and it was suggested that this poses a liability risk for the township. Chelsea Mikel had purchased a laptop in order to fulfill her clerk duties prior to this meeting on a laptop

separate from her personal laptop. It was suggested that the board pay for the laptop so that it was township owned and would then decrease any liability.

Motion by Hopkins to approve \$794 to pay for the laptop, supported by Psarouthakis.
Roll Call Vote: Farmer: Yes, Mikel: Abstain, Psarouthakis: Yes, Simons: Absent, Hopkins: Yes. Motion carried.

- e. **Renewal of Computer Backup System:** this was an automatic update that went on Kathy Spiegel's (previous trustee) credit card for \$229.

Motion by Psarouthakis to approve reimbursement to Kathy Spiegel in the amount of \$229 for back up, supported by Farmer. Motion carried.

- f. **MTA New officials training:** MTA training for newly elected officials on December 18, 2012. Discussion of Farmer, Hopkins, Mikel and Psarouthakis attending at an early bird rate of \$149/person.

Motion by Mikel to approve Farmer, Hopkins, Mikel and Psarouthakis to attend the conference at a cost of \$596, supported by Hopkins. Motion carried.

- g. **Deputy Clerk Appointment:** Clerk, Chelsea Mikel, appointed Bill Lewis as her deputy clerk.
- h. **Gourley Land Lease Contract Renewal:** Discussion of the current land lease agreement: it is a yearly renewal; he is farming 14.5 acres at \$50/acre. It was brought to attention the investment that the leaser has already made into the farming land and that the previous board had a hand in setting up this situation.

Motion by Psarouthakis to lease for three years at the current agreed upon lease, with an automatic renewal of two year. The township reserves the right to terminate the lease after the initial three years or renegotiate new terms of the lease prior to the end of the first three years for the additional two years, supported by Hopkins. Motion carried.

- i. **Keys:** The new board is not aware of how many sets of keys exist and who has access to these keys. This is a liability issue. Psarouthakis is looking into the cost to change locks and get new keys made.
- j. **Snow Removal:** T & N Services had placed a bid for snow removal, at last month's meeting; it was accepted. On December 6, 2012, the morning of this meeting, T & N Services provided a written letter withdrawing their bid. Discussion of getting other bids and what to do in the meantime took place.

Motion by Mikel to allow Psarouthakis to get snow removal bids that beat or are the same as T&N, supported by Farmer. Motion NOT carried.

Motion by Mikel to allow Psarouthakis to get snow removal service at a price that beats or is the same as T&N's bid, and if he is unable to do so, the ability to pay for snow removal on a per call basis until a long term bid is established, supported by Farmer. Motion carried.

APPROVAL OF BILLS: Warrant report was provided. Discussion of “The Plato Law Firm” bill coming out of general fund or escrow accounts took place. Based on the recommendation of the planning commission it was suggested to pay “The Plato Law Firm” bill out of the general fund.

Motion by Psarouthakis to pay “The Plato Law Firm” bill of \$600 out of the general fund, supported by Hopkins. Motion carried.

Motion by Psarouthakis to approve bills, supported by Hopkins. Motion carried.

PUBLIC COMMENT: Discussion of keeping public comments to the designated “public comment” time in order to help meetings run smoothly and in a timely manner took place.

Kathy Spiegel brought up concerns about the Gourley land split taking place without an easement and the legalities of this.

Clarification was made that T&N revoked their snow removal bid and they will be asked about their interest to continue mowing and maintain the cemetery lots in the future.

The MLB is taking applications and there is NO Planning Commission meeting this month.

MEETING ADJOURNED AT 8:52pm

Chelsea Mikel

Sharon Township Clerk