

***The Beaver Creek Township Board Regular Meeting
September 8, 2015***

The Beaver Creek Township Board held its regular meeting on Tuesday, September 8, 2015 called to order at 10:00 am. Board members present: Ashton, Hartman, Van Nuck, Little and Riley. There were 8 residents present.

The Pledge of Allegiance & Invocation were led by the supervisor.

AGENDA:

Motion by Little and seconded by Van Nuck to add 1). Piano tuning and 2.) King Road, to the agenda under New Business. All ayes, motion carried.

MINUTES:

Motion by Riley and seconded by Little to approve the August 11, 2015 minutes. All ayes, motion carried.

Motion by Little and seconded by Van Nuck to approve the August 18, 2015 minutes with one correction: from paragraph #3 "remove "parked on township property" in second paragraph" should be in paragraph #4 after "as policy". All ayes, motion carried.

FINANCIAL REPORT:

Motion by Little and seconded by Riley to accept the financial report as presented. All ayes, motion carried.

TREASURER'S REPORT:

The treasurer is asking permission to attend the MTA Treasurer's Retreat the end of the month. Cost is \$299 to the MTA for the two day conference plus a room for one night at Boyne Highlands. Motion by Riley and seconded by Little to allow the treasurer to attend classes. Roll call vote with all ayes, motion carried.

Newsletter items for the winter newsletter need to be in by November 1st.

CLERK'S REPORT:

New time sheets have been placed in your packets as we will work on them or approve them at the September 21st meeting.

No new elections until March 8, 2016; a presidential primary election.

SUPERVISOR'S REPORT:

The supervisor has attended the local MTA meeting. He has been working with the Crawford County Road Commission regarding truck traffic on King Road. The road commission has promised to keep King Road maintained and brined.

H.L.U.A.:

The chair has resigned. Riley asked if we would check the by-laws to see if an alternate can be appointed for our township members when they are unable to attend.

FIRE DEPARTMENT:

The fire chief has been checking on prices for a replacement tanker and cost. They have also been doing maintenance on the building by cleaning and painting.

DPW:

Supervisor reports everything is running smoothly.

PLANNING/ZONING:

Eighteen zoning permits have been issued this year, down from last year with 27 at this time. The zoning administrator is working on several blight problems.

The County Planning/Zoning meeting has been cancelled for this month.

NO CORRESPONDENCE:

OLD BUSINESS:

The clerk asked for two corrections to paperwork:

1. The minutes from July 25, 2015 show June 25th, 2015 and the clerk needs permission to change this in the minute book. Motion by Van Nuck and seconded by Hartman to make the change. All ayes, motion carried.
2. In June 2015 the "Wage Scale/Meeting Dates" has four incorrect fire department wage amounts on it and the corrected amounts are as follows: Captain \$13.55, Fire fighter Lt. \$12.42, On Call Firemen \$10.38, Fire Fighter w/out certification \$9.35 per hour. Motion by Van Nuck and seconded by Little to make the changes to the "Wage Scale". All ayes, motion carried.

NEW BUSINESS:

1. Discussion regarding how to dispose of the metal put on the "metal trailer" at the transfer site. Motion by Van Nuck and seconded by Little to accept the proposal from Fair Salvage in Clare, with a charge of \$200 per haul, @ \$95 per ton, anything over \$200, they will send us a check back. We will sign a 6 months contract and then review at the end of 6 months to see if it is worth it to them. Motion by Van Nuck and seconded by Little to accept their proposal. All ayes, motion carried.
2. Discussion regarding a snow fence as the land outside of the transfer site has been clear-cut. We will discuss at our next meeting.
3. Motion by Hartman and seconded by Van Nuck to pay to have the piano tuned in the community center for \$125.00. Roll call vote with all ayes, motion carried.
4. Discussion regarding truck traffic on King Road. Will need to get more information from our attorney as to what can be done.

Motion by Riley and seconded by Little to pay Accounts Payable in the amount of \$40,362.78, checks #29973 thru #30011. Roll call vote with all ayes, motion carried.

COMMENTS FROM THE AUDIENCE:

1. Deputy Clerk said that Clare is a good choice for metal disposal.

Motion by Little and seconded by Riley to adjourn the meeting at 10:48 am.

Sharon K. Hartman, Clerk

SPECIAL MEETING SEPTEMBER 21, 2015

The Beaver Creek Township Board held a special meeting on Monday, September 21, 2015. The meeting was called to order by the supervisor at 7:06 pm. Board members present: Ashton, Hartman, Van Nuck and Little. Absent: Riley. There were two visitors, Fire Chief Weatherly and Bill Miller.

The purpose of the meeting was to work on policies.

Motion by Little and seconded by Hartman to approve the agenda. All ayes, motion carried.

1. Discussion regarding a "Property Management" Policy. Change to 1.2 Inventory of Assets, at end of first paragraph add, "secretary and clerk." Change to 1.3 Inventory Tagging, sentence shall read "All assets shall have a label or permanent identification." Change 1.14 Keys, add at end of last paragraph, "administrative offices, the secretary." Motion by Little and seconded by Van Nuck to pass the "Property Management Policy" with changes. Four ayes, one absent. Motion passed.
2. Discussion regarding having the offices open one day per week with longer hours such as to 5:00 pm, or 7:00 pm as a convenience to those residents who work and cannot get to the offices during our 9 am – 2 pm current hours. No decision was made.
3. Discussion regarding a "Petty Cash Policy". Change in first paragraph "Department Head" to "treasurer or secretary". Change 5th paragraph, 1. From "Clerk" to "Secretary". Add this as last paragraph, "If the total amount of petty cash needs to be increased or decreased, the request must be brought before the Board for approval." Motion by Little and seconded by Van Nuck to approve the "Petty Cash Policy" with changes. Four ayes, one absent, motion carried.
4. Motion by Little and seconded by Hartman to pass the "Personnel Administration Policy" as presented. Four ayes, one absent, motion carried.
5. Motion by Little and seconded by Van Nuck to accept the four time sheets as presented. Four ayes, one absent, motion carried. They will be ready for the next pay period.
6. Motion by Little and seconded by Van Nuck to use a "Request For Leave" sheet for vacation, sick time and personal time, and add to top of form "Please submit to supervisor or department head in a timely manner." Four ayes, one absent, motion carried.
7. Discussion on how to handle mileage requests in advance of class and lunch if not provided. Board agreed that to pay mileage or part thereof, from petty cash, and \$10 per lunch from petty cash.
8. Motion by Little and seconded by Hartman to pay three accounts payable checks totaling \$604.69, checks 30020 thru 30022. Roll call vote: Ayes, Ashton, Hartman and Little. Nay: Van Nuck. Motion carried.
9. Motion by Little and seconded by Van Nuck to Amend the "Rules for Conduct of Public Comment At Meetings Of The Township Board" as follows: #8 second line of paragraph, after "response" add "the township board members". Four ayes, one absent, motion passed.

Meeting adjourned at 8:30 pm.

Sharon K. Hartman, Clerk

**BEAVER CREEK TOWNSHIP SPECIAL MEETING
SEPTEMBER 23, 2015**

The Beaver Creek Township Board held a special meeting on Wednesday evening, September 23, 2015, at 7:00 pm. Board members present: Ashton, Hartman, Van Nuck, Little and Riley. There were 12 guests present.

The supervisor stated that the purpose of the meeting was to address construction at the fire department that was not done in compliance with our policies.

Riley stated that he is Nelson's father-in-law and questions if he is allowed to vote. The attorney had told the supervisor that Riley needs to abstain.

The fire chief stated that he takes 100% of responsibility, that it was his ignorance, that he had assumed, wrongfully so, that he was permitted to spend the money as it had been put in the budget. He questioned if the board could fix his mistake?

Little stated that we cannot have work done and not pay the workers. Motion by Little and seconded by Ashton to pay the amount owed Mr. Nelson for roof construction at the fire department only after a "Letter of Reprimand" for wrongdoing by the fire chief, is placed in Mr. Weatherly's permanent file by the supervisor. Roll call vote: Yes: Ashton, Little Hartman. Nay: Van Nuck. Motion carried.

Several comments from the audience: Ms. Capling, Mr. Balmes, Ms. Miller.

Meeting adjourned at 7:20 pm.

Sharon K. Hartman, Clerk