

Hamilton Township Board Meeting Minutes

December 5, 2024 @ 6:30pm at Hamilton Township Hall, 3042 N. Rodgers, Harrison, MI

Board Members Present: Mike Conway, Mike Lutzi, Gerald Tom Vaughn, Denise Goodenow, Andrea Wallace
Guest Count: 1 Residents: 11 Staff: 0

CALLED TO ORDER: by Vaughn at 6:30pm, followed by the Pledge of Allegiance and Roll Call.

APPROVAL OF AGENDA: Motion by Conway to approve, seconded by lutzi; all in favor. **MC**

PUBLIC COMMENT: David Cooper wanted to know what the priority of the Township was for blight?

TREASURER'S REPORT: Read by Goodenow. Conway moved to approve, seconded by lutzi; all in favor. **MC**

A CD matured in September and one matures in December. Motion by Vaughn to roll both CDs into a 6-month CD at an interest rate of 3.50%, seconded by lutzi; all in favor. **MC** Goodenow introduced Charley Kozlow as her Deputy Treasurer. All Paid's service fee will be increasing from \$2.50 to \$3.99 (minimum charge for a credit card transaction).

CLERK'S REPORT: November meeting minutes submitted in advance. Conway moved to approve minutes, seconded by lutzi; all in favor. **MC** Invoices over \$100 read by Wallace. Conway moved to approve and pay bills including incoming, seconded by lutzi; all in favor. **MC**

GUESTS:

Commissioner, David Hoefling reported that at their last meeting they thanked employees who were retiring and paid 3 special tributes to those who were retiring.

Planning Commission Chair, Kelly Bennett was absent.

Zoning Administrator, Melissa Townsend was absent. She submitted a report ahead of the board meeting showing 2 permits were approved and 1 was declined.

Blight Enforcement Officer, Keith Rolph was absent.

Assessor, Tina Wright was absent.

Parks, no one from the parks committee was present.

NEW BUSINESS:

2025 Board meetings resolution: Each year the Township needs to approve the meeting dates for the coming year. Wallace offered Resolution 2024-19 to adopt meeting dates. Motion by lutzi to approve the resolution, seconded by Conway. Roll call vote: 5 yes 0 no

Appointments: Members of the Planning Commission, Zoning Board of Appeals, and Board of Review terms are expiring. Motion by Conway to reinstate Kelly Bennett and Jesse Fritz to the Planning Commission, seconded by lutzi; all in favor. **MC** Motion by Conway to appoint Linda Barkell, Martha Ruggirello, and Scott Evans to the Zoning Board of Appeals, seconded by lutzi; all in favor. **MC** Motion by Vaughn to continue appointment on the Board of Review for David Cooper, George Laura, and Robert Holzinger, seconded by lutzi; all in favor. **MC** Kelly Bennett, Mike Conway, and David Wright are on the Road Committee. David Wright is no longer on the Road Committee. Motion by Conway to take David Wright off the Road Committee and appoint Mike lutzi, seconded by Vaughn; all in favor. **MC**

MTA training for new officials is in Mt. Pleasant on January 16th. Wallace and Goodenow would like to attend. Motion by Conway to allow Wallace and Goodenow to attend the training in Mt. Pleasant on January 16th put on by MTA, seconded by lutzi; all in favor. **MC**

Permit/Application fee increase: Conway moved to increase permit/application fees as is except change the zoning variance from \$750 to \$500, seconded by Wallace; all in favor. **MC**

Software purchase for Tina Wright: Tina would like the Apex Sketch v7 software added to her laptop. The increase would be \$785 more a year for the software. The Board decided to table this until Tina can explain what the software is used for and if it is needed.

FEMA 2D Watershed Modeling: The Department of Homeland Security will be creating a 2D/3D modeling of our Township to see which way the water flows. This should be available online in about 2 months.

Audit: The Township was audited October 25th. The auditor found the Township in good condition. Wallace handed out the audit.

Insurance Packets: The Township received updated insurance packets. Wallace handed them out. Vaughn pointed out that on page 7, attorney services are included.

Pro Com Siren Update: Vaughn has started a claim with our insurance company. If the tower was damaged by a storm or through transport, then the insurance will cover it. The Township will just need to pay the \$500 deductible.

Authorize/Update signers on Bank account: Current authorized signers on accounts at Huntington Bank need to be updated. Valdine Erskine and Mickie DUBY did not run for re-election, therefore, their names need to come off and be replaced with Charley Kozlow, Deputy Treasurer and Jessie Merritt, Deputy Clerk. Wallace made a motion to update authorized signers to: Denise Goodenow, Treasurer, Charley Kozlow, Deputy Treasurer (new), Andrea Wallace, Clerk, and Jessie Merritt, Deputy Clerk (new), seconded by lutzi; all in favor. **MC**

Rubbish Assessment: We received an application to add rubbish to a citizen's tax bill. Wallace moved to add the rubbish onto the citizen's tax bill, seconded by lutzi; all in favor. **MC**

Gym Door Lock: A month ago, the keypad was broken off the gym door. A key has been made that just fits the gym door. Right now, Maggie has the key that opens just the gym door. She is unlocking the door and locking it back up each day for pickleball people. Tabled to give time to come up with a solution.

Security Cameras: lutzi moved to have Larry Nosedo install one camera on the front of the building along with installing a bigger hard drive in the amount of \$500 paid with ARPA funds, seconded by Conway; all in favor. **MC**

Church sign: Discussions were made about taking the sign down. If problems arise in the future, the board will reevaluate what to do.

Update tech equipment: Conway moved to purchase three desktops, one laptop, and three Microsoft office software subscriptions not to exceed \$3,500 from the ARPA funds, seconded by lutzi; all in favor. **MC**

REMINDERS: Office closed December 24, 2024

ADJOURNED: Conway made a motion to adjourn at 7:50pm, seconded by lutzi; all in favor. **MC**