

**Hamilton Township Board Meeting Minutes**  
**February 6, 2025 @ 6:30pm at Hamilton Township Hall, 3042 N. Rodgers, Harrison, MI**

Board Members Present: Mike Conway, Mike Iutzi, Gerald Tom Vaughn, Denise Goodenow, Andrea Wallace

Guest Count: 2   Residents: 9   Staff: 4

**CALLED TO ORDER:** by Vaughn at 6:31pm, followed by an Invocation, the Pledge of Allegiance and Roll Call.

**APPROVAL OF AGENDA:** Motion by Wallace to approve the addendum to agenda and to approve the agenda, seconded by Iutzi; all in favor. **MC**

**PUBLIC COMMENT:** Began at 6:32pm. Comments were received from one person. Ended at 6:35pm.

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

**CLERK'S REPORT:** January meeting minutes submitted in advance. Conway moved to approve minutes, seconded by Iutzi; all in favor. **MC** Invoices over \$100 read by Wallace. Wallace presented the following bills to pay: Payroll, Keysor Builders, Consumers, Charter, Republic, VC3, two Amazon bills, policy book reimbursement to Goodenow, H&H propane, and a check for postage. Conway moved to approve and pay the monthly bills including Payroll, Keysor Builders, Consumers, Charter, Republic, VC3, two Amazon bills, policy book reimbursement to Goodenow, H&H propane, and a check for postage, seconded by Iutzi; all in favor. **MC**

**GUESTS:**

**Commissioner, David Hoefling** reported that board leadership changed, they approved the bond proposal for the Road Commission, they agreed to pay Lori Mott a stipend to program ballots and this will be passed on to the Townships in the amount of \$758 per election with 9 days of early voting, and the prosecutor will be getting a raise over the next three years.

**Road Commission, Bill Simpson** reported that the bonds sold Tuesday, a solar farm is going in at the Clare/Gladwin County line, and is asking townships to let the Road Commission know when a commercial driveway is put in.

**Assessor, Tina Wright** was absent.

**Planning Commission Chair, Kelly Bennett** reported the PC looked at the CREO and recommends the Board to adopt it.

**Approval of CREO Process:** Iutzi made a motion to change the order of the agenda to take a look at the CREO Process, seconded by Goodenow; all in favor. **MC** Wallace made a motion to approve the CREO Process and to set a public hearing on March 6<sup>th</sup> at 6:00pm, seconded by Conway; all in favor. **MC**

**Zoning Administrator, Melissa Townsend** was absent. Linda Barkell reported that Townsend issued 2 permits.

**Blight Enforcement Officer, Keith Rolph** reported no new complaints.

**Parks, Val Erskine** reported that the Fire King mugs are worth \$99.95. She proposed that the mugs be purchased by donation and the recipient would receive a certificate. The monies could go toward a bench park. Amy Wright reported that MLR is the engineering company for the park. She handed out a summary of their meeting from January 16<sup>th</sup>. They are currently working on the design and need a soil sample as soon as the ground thaws. She discussed that the invoices will have to be paid in 60 days or we will get a late fee.

**OLD BUSINESS:**

**Last Month Plumbing Leak:** Vaughn reported that at the last meeting there was a leak in the bathroom. Vaughn fixed it and cost the township \$0.

**Furnace Issue** that took place over the weekend was resolved at no cost.

**Siren Removal:** No Motion was previously made to take it down. Harold from Pro Com is interested in it. Motion to take down siren made by Goodenow, seconded by Iutzi; all in favor. **MC**

**Pickle Ball Door Box:** Motion to purchase a key lock box for \$9.99 to put on the front of the building for the gym key made by Conway, seconded by Wallace; all in favor. **MC**

**Gym Door:** Vaughn notified the Board that the Township received a quote to put the back door in the gym for \$1200-\$1400 from Frank. Vaughn said he can put it in when the weather breaks for no cost.

## **NEW BUSINESS:**

**Blight Restructuring:** Blight was discussed; Keith Rolph is no longer the Blight Officer. Motion to eliminate the blight process for one month and to restructure the blight made by Conway, seconded by Iutzi; all in favor. **MC** At the next meeting a plan will be laid out.

**EMC Insurance Premium Increase:** The township hall has been valued at \$1million thereby increasing the premium. Motion to approve the increase in the insurance and to pay the premium of \$327 made by Conway, seconded by Iutzi; all in favor. **MC**

**DNR Sparks Grant/New Checking Account:** Motion to open a new checking account for the Hamilton Township Park, to deposit \$3,846.39 into the account that was set aside for the park, and pay any invoices that come in pertaining to the park. Motion made by Conway, seconded by Iutzi; all in favor. **MC**

**ICS Account:** Goodenow advised that to move funds in and out of the ICS account there will be a \$20 fee each month, but that the account will accrue more than that in interest and any money in the ICS account will be insured by FDIC up to \$200 million. Motion to keep \$250,000 in the general checking account and move the rest of the funds to the ICS account made by Wallace, seconded by Conway; all in favor. **MC**

**Springwood Lake Account:** Goodenow mentioned that this account made \$32.80 in interest in 2024 and gets a monthly service fee of \$15. Discussion was made about moving the funds into a basic checking account. It was tabled so that the Springwood Lake Association could be talked to first.

**Rubbish Assessment:** Motion to eliminate parcel # and add rubbish to new parcel # located at 9599 E Gladwin Rd made by Iutzi, seconded by Goodenow; all in favor. **MC** Motion to add a new construction to rubbish located at 6651 Lake Drive made by Wallace, seconded by Goodenow; all in favor. **MC** Motion to add rubbish to the Built on the Rock Church's tax bill made by Wallace, seconded by Goodenow; all in favor. **MC**

**Election Inspectors Pay:** Minimum wage is going up to \$12.48 on February 21<sup>st</sup>. We currently pay election inspectors \$12 per hour and the chair \$14 per hour. Motion made by Conway to raise election inspectors pay to \$13 an hour and the chair to \$15 an hour, seconded by Iutzi; all in favor. **MC**

**Earned Sick Time Act:** Wallace reported that the Earned Sick Time Act goes into effect February 21<sup>st</sup>. Elected officials and deputies (as long as they are only doing their statutory duties) and appointed board members are exempt. The assessor, blight, zoning administrator, janitor, sexton, and election inspectors need to keep track of their time and give their hours to Wallace.

**Budget Amendment:** Wallace distributed the latest budget numbers. Some items need amended. Motion to amend Office Supplies from \$6,400 to \$9,625.27 made by Conway, seconded by Iutzi; all in favor. **MC** Motion to amend Contract Serve-Internet from \$7,008 to \$7,356 made by Conway, seconded by Iutzi; all in favor. **MC** Motion to amend Postage from \$4,500 to \$5,241.98 made by Conway, seconded by Iutzi; all in favor; **MC** Motion to amend Education and Professional under Treasurer from \$150 to \$280 made by Iutzi, seconded by Conway; all in favor. **MC** Motion to amend Meetings under Treasurer from \$350 to \$450 made by Iutzi, seconded by Conway; all in favor. **MC** Motion to amend Mileage under Deputy Treasurer from \$0 to \$106.93 made by Iutzi, seconded by Conway; all in favor. **MC** Motion to amend Meetings under Deputy Treasurer from \$100 to \$350 made by Iutzi, seconded by Conway; all in favor. **MC** Motion to amend Elections Salary and Wages under Elections from \$3,000 to \$4,885.20 made by Iutzi, seconded by Conway; all in favor. **MC** Motion to amend Maint Supplies under Township Hall from \$100 to \$300 made by Wallace, seconded by Goodenow; all in favor. **MC** Motion to amend Improvements under Township Hall from \$0 to \$589.20 made by Wallace, seconded by Goodenow; all in favor. **MC** Motion to amend Land and Building Repairs from \$505 to \$1,345 made by Iutzi, seconded by Conway; all in favor. **MC** Motion to amend Contractual service under Cemetery from \$13,000 to \$13,538.48 made by Iutzi, seconded by Conway; all in favor. **MC**

**Spillers Pay Ordinance:** This was already taken care of in a previous meeting.

**Board Meeting Policy (Zoom meetings):** Vaughn talked about a lady who has been going to meetings and started a zoom meeting from her own device. A policy will be brought to the board at a later date.

**Reassignment of February 2025 Cleaning Funds:** Vaughn reported that the hall hasn't been cleaned all of January. Jackie Erskine was let go. Motion to use the February 2025 cleaning funds to be used for supplies to resurface the floors made by Iutzi; seconded by Conway; all in favor. **MC**

**Nar Can Training Law Compliance:** Vaughn went to a training to be certified to administer Nar Can. He will train Wallace and Goodenow.

**Poverty Exemption Resolution:** Wallace presented the 2025 Poverty Exemption Resolution to the Board. Resolution passed 5 ayes and 0 nays.

**March Board of Review Resolution:** Wallace presented the Resolution to Set An Alternative Date for the March Board of Review to the Board changing the date to Wednesday, March 12th. Resolution passed 5 ayes and 0 nays.

**Election Security Grant Resolution:** Wallace presented the Federal Election Security Grant under Help America Vote Act to the Board requesting to purchase a laptop for the E-Poll Book in the amount of \$679.95. This amount will be reimbursed once the submission process is opened. Resolution passed 5 ayes and 0 nays.

**Lori Mott/Lori Phelps (Election):** Hoefling already discussed that the Commissioners agreed to pay Lori Mott a stipend to program ballots and the cost will be passed on to the Townships in the amount of \$758 per election with 9 days of early voting.

**Michigan Chloride Contract:** Motion to accept the Michigan Chloride Contract for 2 brines in 2025 in the amount of \$28,000 (dates: May 9<sup>th</sup> and July 29<sup>th</sup>) made by Conway, seconded by Wallace; all in favor. **MC**

**Melissa Cellphone:** Conway brought to the Board that Melissa is paying for a Township phone. Motion to reimburse Melissa Townsend for a Township phone in the amount of \$30 per month made by Conway, seconded by Iutzi, all in favor. **MC**

**Hamilton Cemetery:** Wallace reported that the Hamilton Township Cemetery on Hoover has been completed by TriMedia. The Township received the maps and a QR code.

**ADJOURNED:** Conway made a motion to adjourn at 8:47pm, seconded by Iutzi; all in favor. **MC**