

Hamilton Township Board Meeting Minutes

April 3, 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: 1 Residents: 17

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

ADDITION TO AGENDA: Motion by Iutzi to add Tim Diamond to the agenda regarding being overcharged for the private road special assessment, seconded by Conway; all in favor. **MC**

APPROVAL OF AGENDA: Motion by Conway to approve the agenda with the addition, seconded by Iutzi; all in favor. **MC**

APPROVAL OF MINUTES: March meeting minutes submitted in advance. Conway moved to approve the minutes, supported by Iutzi, all in favor. **MC**

GUESTS:

Commissioner, David Hoefling reported the prosecutor's lawsuit was dropped because it was filed in the wrong court. The County Commissioner's meetings will continue to be on Zoom. Committee of the whole has been discontinued. The State wants the county to focus on recycling; they passed the Bylaws for that committee. They reapproved soil and gypsy contracts, National Crime Victims Rights week is May 4th. There will be a walk at the High School. The County approved the Intergovernmental Agreement between the County and the Townships regarding elections.

REPORTS:

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

CLERK'S REPORT: Invoices over \$100 read by Wallace. Iutzi moved to approve and pay the monthly bills including: Payroll, Keysor Builders, Consumers, Charter, Republic, VC3, Amazon, Melissa Townsend \$30 for phone, Clare County Cleaver (Notice of Adoption of CREO), Keysor Builders (snow plowing), Central Michigan Assessing (printing assessment change notices), Shred Experts, EMC, and Imlay City Fish Farm, Inc., seconded by Conway; all in favor. **MC**

Planning Commission, Chair Kelly Bennett: April 2nd meeting at 6:30pm was canceled due to weather. Meeting has been rescheduled for May 7th at 6:30pm.

Zoning Administrator, Melissa Townsend reported calls are picking up; average of 2 calls per day. Townsend issued 2 STR and 4 zoning permits. Townsend sent a violation out on Ivan St. and will be sending out a 2nd violation. Townsend received two complaints about a house being built, but one was a deer blind and another was a pigeon house. Birch Hill Sportsman's Club contacted Townsend about a zoning permit, but one has already been issued.

Assessor's Report, Tina Wright reported she will be sending out postcards to notify residents that someone from Central Michigan Assessing will be on their property; the vehicle will have a magnet on it and they will have business cards.

Blight: Vaughn reported that 5 letters were sent out in March and people are cleaning up.

Parks, Amy Wright: Wright reported they have had zoom calls with the engineering firm. The drone work has been completed. Drawings should be complete within two weeks. Once the drawings come in then the pavilion can be built. CMF is going to donate the park sign to Hamilton Township once the project is complete. Wright brought a \$50,000 T-Mobile grant to the board. The grant would be for the park; to add electricity and possibly trashcans, benches, etc. if there was money left over. The project would have to be completed within 12 months. **Motion to pursue T-Mobile grant in the amount of \$50,000 for the park by Wallace, supported by Iutzi; all in favor. MC** CMF will not pay \$75 for a permit for the park. **Motion by Iutzi to pay ourselves for the permit (from one GL to another GL), supported by Conway, all in favor. MC** Melissa Townsend reported she already issued a permit for the park. Wright asked if the Board was going to do anything with the mugs; will be brought up at a later date. **Motion to move \$44,894.11 to the Park account made by Iutzi, seconded by Conway; all in favor. MC**

OLD BUSINESS:

Hall Rental: Vaughn mentioned changing the wording for renting the hall from residents to property owners and discussed what should be done about cleaning the hall after it is rented; tabled for next meeting.

ESTA (Earned Sick Time Act): Wallace gave an update on ESTA. Wallace watched a webinar from Fahey Schultz Burzych Rhodes Law Firm. In the webinar they talked about the exemption about an individual scheduling their own hours. With the exemption they asked would you replace that person if they never came in to do their work. Therefore, earned sick time will be tracked for the Assessor, Zoning Administrator, Janitor, Sextons, and Election Inspectors.

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Community Builders Series Grant: Wallace presented the Board with information regarding the grant and the quote. **Resolution in support of submitting an application for the Community Builders Series Grant for Stage 1 in the amount of \$1600 was passed. 5 ayes, 0 nays.**

NEW BUSINESS:

Zoning Admin Increase: Motion to pay Melissa Townsend 20% of each zoning permit received by Hamilton Township made by Goodenow, seconded by Iutzi; all in favor. **MC**

Cleaning Hall: Resume hall cleaning in April. It will be cleaned the 2nd and 4th week of each month.

Lawn Maintenance Contract: Vaughn contacted 6 businesses for bids to mow the Township Hall. He received 3 bids back. Tabled for 30 days to get copy of insurance from each business.

Earth Day: The Social Worker from the Harrison High School contacted the Township about cleaning the ditches at the Township. This will take place April 22nd at 10am.

Budget Hearing: Dates were discussed. Budget Hearing will be on Thursday, May 29th at 6:30pm.

Early Voting and Ballot Programming Agreement: Wallace presented the Board with an Intergovernmental Early Voting and Ballot Programming Agreement between the County of Clare and the Clare County Clerk and Hamilton Township regarding elections. This agreement is in effect from April 3, 2025 and will end December 31, 2026. The agreement is for paying the County \$278 for programming per election and \$480 for early voting per election. The County will then pay the Clerk, Lori Mott. Motion to accept the Intergovernmental Early Voting and Ballot Programming Agreement between the County of Clare and the Clare County Clerk and Hamilton Township made by Conway, seconded by Iutzi; all in favor. **MC**

Absentee Ballots: Wallace sent 261 absentee ballots for the May 6th election on March 25th.

Speed Limit Changes: Discussion was made changing the speed limits near the Township Hall. A law was passed October 24, 2024 (PA33) to allow Townships to request speed limit changes. The request would go to the Clare County Road Commission. If approved they forward the request to the State Police Department. Motion made by Iutzi to change the following speed limits: Rodgers Road starting at Carpenter Road and going North ½ mile north of the Township Hall to 35 miles per hour and on Townline at the Township line going East to ½ mile East of Rodgers to 35 miles per hour, seconded by Conway; all in favor. **MC**

Budget Amendments: Wallace presented the budget to the Board. Some items need to be increased; Dept 101 printing, BOR printing, Election supplies, Cemetery: Contractual service, and Planning Commission Meetings. Motion to amend the budget as read by Iutzi, seconded by Wallace; all in favor. **MC**

PUBLIC COMMENT: Began at 8:16pm. Comments were received from 1 person. Ended at 8:19pm.

Date Reminders: Election Commission Meeting to Appoint Election Inspectors April 15, 2025 at 10:30am, Public Logic and Accuracy Testing April 15, 2025 at 11am, Clerk in the office on Saturday, May 3rd from 9am-5pm, May 6, 2025 Election, Road Brining: May 9, 2025 and July 29, 2025 (Give or Take according to the weather)

Addition to Agenda: Tim Diamond has been paying \$102.62 a year for the private roads special assessment and should have been paying \$51.31 for parcels: 008-080-003-50 and 008-080-004-00. Motion to refund resident for 2024 and to update the taxes to the correct amount by Conway, seconded by Iutzi; all in favor. **MC**

ADJOURNED: Conway made a motion to adjourn at 8:23pm, seconded by Iutzi; all in favor. **MC**