

Hamilton Township Board Meeting Minutes

September 4, 2025 @ 6:30pm at Hamilton Township Hall, 3042 N. Rodgers, Harrison, MI

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

Board Members Absent: Mike Iutzi

Guest Count: 1 Residents: 16

CALLED TO ORDER: by Vaughn at 6:30pm, Vaughn reported that former ZBA member Shawn Anderson passed away, Dick Berry and Harold Iutzi passed away, and that the Troyer family was in an accident, followed by an Invocation, the Pledge of Allegiance, and Roll Call.

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

APPROVAL OF AUGUST 7, 2025 MINUTES: Motion made by Conway to approve the August 7, 2025 minutes, seconded by Goodenow, all in favor. **MC**

APPROVAL OF AUGUST 26, 2025 SPECIAL MEETING MINUTES: Motion made by Conway to approve the August 26, 2025 Special Meeting minutes, seconded by Goodenow, all in favor. **MC**

GUESTS:

Commissioner, David Hoefling reported the County opted out of the PA152, the gypsy moth millage will be decreased from 1 mil to .6 mil. The budget is usually expended at 87.5% this time of year. It is currently expended at 72.3%. October 11th from 9am-11am there will be a fly-in at the airport, the commissioners had their yearly meeting with MERS.

REPORTS:

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

CLERK'S REPORT: Invoices and bills to be paid were given to the board ahead of time. Conway moved to approve and pay the monthly bills for the rest of September and beginning of October including: Payroll, Keysor Builders, Consumers, Charter, Republic, VC3, Melissa Townsend \$30 for phone, Amazon \$50.95-Invoice #1PGM-VC4G-MFLV, Clare County Road Commission \$5,507.97-Invoice #3091, Elm Creek \$260-Invoice #25546, Harrison Do-It Lumber \$52.41-Invoice #2508-006888, Hoerauf and Nevill, P.C. \$100-Invoice #1632, and VC3 \$300-Quote #JC009914, seconded by Goodenow; all in favor. **MC** Wallace reported that the Township received the insurance check for Voter Drop Box; the box has been ordered. Wallace presented the Board with the August Fire Reports (5 incidents in Hamilton Township). Wallace reported that every 10 years the state determines if new election equipment is required. We are hoping the state will pay for new equipment, but as of right now they have not alluded to such. Election Source is saying to budget \$18,000 for one ICP and one ICX machine. There will be a November 4th election for both Harrison and Gladwin Schools. The Election Commission meeting to appoint election inspectors will be October 14th at 10:30am, the public accuracy test will be October 14th at 11am. Wallace reported she received an email from David Wright regarding the benefits of the Township website. DC Tree was contacted to see how much the website gets used and in July the website had 890 visitors. Wallace will be out of the office on Tuesday, September 9th and 16th.

Assessor's Report, Tina Wright reported a land division act was in the senate right now allowing 10 splits for the 1st 10 acres. Wright attended a PA660 meeting; the township will be audited in 2026. Preliminary Sales Study was conducted and values are stabilizing.

Planning Commission, Chair Kelly Bennett handed out the Parks and Recreation Plan: 2 changes: update operating expense amount on page 6 and add The Hive on page 7. There will be a public hearing on October 1st at 6pm for the 5 Year Parks and Recreation Plan. The Planning Commission will meet October 1st at 6:30pm.

Zoning Administrator, Melissa Townsend reported there is a ZBA Public Hearing for October 14th to split a piece of land and there may possibly be another ZBA request in the future regarding a tiny house on a trailer. Townsend mentioned if a house is sold that has a STR permit, the permit stays with the landowner. The question was then raised: What if the STR is an LLC or a corporation?

Parks, Amy Wright reported the bid documents were approved by the State. Bid advertisement went out. There is a contractor's meeting September 16th at 11am at the Township Hall. Wright also reported that the Township did not receive the T-Mobile Grant, but that we could try again.

Blight: Vaughn reported 5 letters went out and that properties were being cleaned up. Residents spoke about blight houses; they were directed to get a complaint form to fill out.

OLD BUSINESS:

Policies Phase 4: Phase 4 was handed out. The policies have been adopted through page 24. Look at pages 25-35 to adopt at next meeting.

BS&A: Discussions were made regarding if the Township needed to switch to the cloud. More research will be done to see what options are out there.

NEW BUSINESS:

Investment & Depository Resolution: Wallace offered the RESOLUTION FOR INVESTMENT AND DEPOSITORY with support from Goodenow. The resolution was adopted by roll call vote: 4 ayes, 0 nays, 1 absent.

Acceptance of Payments Resolution: Wallace offered the RESOLUTION FOR THE ACCEPTANCE OF PAYMENTS BY FINANCIAL TRANSACTION DEVICE with support from Conway. The resolution was adopted by roll call vote: 4 ayes, 0 nays, 1 absent.

ZBA Appointment: Motion to appoint Jan R. Ruby to the Zoning Board of Appeals made by Wallace, seconded by Goodenow; all in favor. **MC**

Grants: Motion made by Conway to allow the Hamilton Township Board and committee chairs to pursue nonmatching fund grants that benefit the Township with the Board having the final approval in accepting the grants, seconded by Goodenow; all in favor. **MC**

H&H Propane Contract: Motion to accept the H&H Propane contract effective October 1, 2025 through March 31, 2026 by Conway, seconded by Goodenow; all in favor. **MC**

Fire Contract: Motion to approve the 2026 Fire Contract with the City of Harrison in the amount of \$82,912.66 made by Wallace, seconded by Conway; all in favor. **MC**

PUBLIC COMMENT: Began at 7:49pm. Comments were received from 3 people. Ended at 7:56pm.

DATE REMINDERS: Scrap Tire Collection on September 13th at 9am, Election November 4th

ADJOURNED: Conway made a motion to adjourn at 7:57pm, seconded by Wallace; all in favor. **MC**