

Township of Marilla Board Meeting Minutes
November 9, 2022, 6:30pm - In-Person Meeting
9991 Marilla Road, Copemish Mi. 49625

The meeting was called to order at 6:36 by supervisor Douglas Glick.
Pledge. Roll Call and Confirmation of Quorum.

Present: Glick, Bahr, Cudney, Bay **Abs:** Vegter

Visitors: Jan Thomas - PC, Bob Thomas, Mike Picchiotti - PC

Approval of Minutes:

10/11//2022: Motion to accept minutes by Bahr, seconded by Bay.
All in favor, Motion Passed.

Public Comment:

Floor opened to public comment and questions at 6:38 pm.

No Comment.

Floor closed to public comment and questions at 6:39 pm.

New Business:

1. Recycling P68 action: Tabled till Dec. No representative to share the contract.
2. FOIA Resolution: Motion to approve the FOIA agreement as written and provided by the township attorneys was made by Cudney, seconded by Bay.
Roll Call: Aye: Glick, Bahr, Bay, Cudney
Nay: None Motion Approved.
3. Dropbox Update: Need to move and secure, adjust the pickup door, get motion detector video camera, and verify good lighting prior to next state or federal election.
4. L-4029 Resolution update: EMS and Fire millage passed and a L-4029 needed to be updated to include the .6 mils. A motion was made to update the L-4029 Resolution to include the approved .6 mils for a total of 2.0532 mils made by Glick, and seconded by Bay.
Roll call: Aye: Bay, Bahr, Cudney, Glick
Nay: None Motion Approved.
5. Motion to contract with Moore Mechanical for yearly furnace/air conditioning maintenance 2xs yearly for \$300/year was made by Glick, and seconded by Bahr. All in favor. Motion passed.

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Old Business:

1. Corrective Action Plan per State of Michigan - Cudney emailed the CPA - BC&B, they sent a new CAP to the state treasury and we are awaiting a response.
2. Board of Review Nominations: Two openings as of Jan 2024. Alan O'Shea will stay on as Chair and Dawn Duquette will attend the December meeting as a BOR Nomination. Glick will contact Karen MLeck about her interest and availability. Free online training is being offered before the end of the year.
3. Update on Hall Repairs: Koon-Do-It has painted the trim in the south hall and will come back for a third day to finish the repairs. The front door has been ordered and is believed to be replaced by the first of the year. The door will have new locks.
4. Planning Commission Master Plan: Bid was rejected due to cost. Master plan was divided up to the PC Members to read and review. Next meeting is scheduled for Dec 13th, 2022.
5. ARPAF: Ideas include; a clerk computer, projector/screen for training and community needs, a second secure wifi setup. Ideas tabled until December's meeting. *Security grant for election was also discussed, for dropbox security measures and EPB updates.
6. Online Payments: CardX, Paypal, Allpaid companies are being considered. Link is available to be added to the website for permits and hall rentals.

Board Member Reports:

Supervisor: Douglas Glick. Policy and Procedure manual: attorney has completed the draft and updates were made. P&P will be mailed to board for review prior to December's meeting.

1. Resolution for FOIA: Provided by the township attorney
2. HR section to be done by an HR Attorney: Motion to have the recommended HR Attorney review the Policy and Procedure section was made by Bahr, and seconded by Cudney. All in favor. Motion passed.

Treasurer: Camie Bay.

REPORT:

| | | |
|--|-------------------|--|
| Marilla Twp Financial Report | | |
| October 2022 | | |
| Park Improvement was (Closed 10/25/22) | \$4,469.09 | |

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| | | | |
|--|---------------------------|--|--|
| Honor Bank 60 month CD | \$2,500.00 | | |
| Perpetual Care Fund | \$4,812.34 | | |
| Cemetery | \$46,622.71 | | |
| ARPA | \$37,318.97 | | |
| | | | |
| Beginning General Balance | \$75,191.31 | | |
| Checks 8357-8373 plus 1 debit card use | \$17,928.35 | | |
| Land Use | \$100.00 | | |
| Closed Park Improvement fund | \$4,469.09 | | |
| 2022 Summer & SET | \$26.67 | | |
| Interest | \$1.76 | | |
| General Balance when everything is in | <u>\$61,843.52</u> | | |

Bay reported that the balance has been off since July by \$346.44 to the positive. A mistake was located and reported, general balance is corrected in this report.

Motion to close the Perpetual Care fund and to deposit the funds into the Cemetery Improvement Fund (formerly known as the Timber or Cemetery fund) was made by Glick and seconded by Cudney. Discussion included Glick reporting that the attorney was contacted and this motion would be advisable. When the CD matures in June 2023, the funds may be moved to the Cemetery Improvement fund as well, and will be discussed more in the future. All in favor. Motion passed.

Clerk: Misty Cudney

1. Report on the November outgoing bills and payroll.
2. Clerk duties vs Township manager role: How the passing of Proposal 2 may affect the township moving forward. Job descriptions will be created and reviewed prior to the December meeting.
3. The IRS is now requiring the quarterly taxes to be paid online. Cudney applied for an account and will meet with Bay to complete the set up prior to the 4th quarter 941's.
4. Cudney introduced the Building Safety Plan and Emergency Protocols. Emergency floor plans have been drawn and placed on the main floor near the fire extinguishers. Cudney will meet with Jan Thomas regarding the Museum floor plan and escape route.

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Trustee: Bruce Bahr

Cemetery rules signs have been installed and the materials were purchased at Homestead Timbers (formerly Somsels). Work was completed by Mike Picchiotti.

Trustee: Steven Vegter (abs.)

Zoning Administrator: (Interim) Misty Cudney

No new permits this month and 3+ calls about land division. Referred to Jared Litwiller. Will need to discuss the role and responsibilities of this and of the RMA being added to the Zoning Administrator position in the future.

Planning Commission: Mike Picchiotti

No other reports offered. Motion to adjourn by Glick and seconded by Cudney. All in favor. Meeting adjourned at 8:25 pm.

Respectfully submitted,

Misty Cudney, Marilla Township Clerk

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