

Newfield Township Board

3890 198<sup>th</sup> Ave.

Hesperia, MI 49421

October 17, 2023—7:00 p.m.

Joan David called the meeting to order. The pledge was stated and a roll call taken. The following board members were present: John Clark, Amanda Hunter, Rick Roberson, Joan David and Nancy Conley.

Amanda Hunter made a motion to approve the agenda. It was seconded by John Clark.

Rick Roberson made a motion to approve the minutes from the October general meeting with an attachment to the minutes of September 7, Special Meeting and the September 19<sup>th</sup> general meeting, which is a letter which contains an official Township Letter addressing the decision of the board on the Hi-Cloud Special Use Permit. John Clark seconded it. The voting showed 4 in favor and 1 opposed. The motion carried.

No Public Comments on Action Items

Amanda Hunter gave the Treasurers report. Our deposits for September show \$124,796.02 was deposited with expenditures of \$392,981.21 for a total cash available of \$487,579.01. Nancy asked about 2 deposits from the state under Refunds, Rebates and Reimbursements for taxes collected from dispensary tax. Amanda said we received \$6.60 last year but this year we were sent \$2,983.00 for years 2021 and 2022. Amanda is going to check in with the state on how we qualify for this. In going over that John asked about usage of the debit card. Amanda explained the usage and stated she would prefer a credit card. Nancy explained she had underestimated the amount of AV requests that required a self addressed stamped envelope and the return postage required on the ballot being returned, that is why the debit card had been used. The postage is refundable some by the State of Michigan and the rest by the school districts asking for the election.

Correspondence:

Nancy reported we received a credit of \$240.26 to our Consumers Energy bill for the failure to have the yard light removed in a timely manner and then there failure to stop billing us when it was removed.

Nancy reported we also received a check for \$124.29, from Frontier for an over payment.

Nancy also read an invoice from Edward VanderVries, our head of Equalization at the county level. The invoice is for \$1500.00 which would be our townships share (which is voluntary) for GIS new 6 inch image file. The county decided in April they would stay with the 12 inch that we have and not buy in to the new 6 inch imagery. Ed and his company V & V Assessing decided to purchase the imaging and make it available to townships.

Nancy received something from ElectionSource testing Dept. We are scheduled for Wednesday, Nov. 1 at 10:00 a.m. for the Preliminary testing and the Public Accuracy will be at 11:00.

#### Old Business:

Amanda gave a report on her efforts in searching for a new auditor. Out of approximately 15 inquiries she received 2 responses. H & S from Fremont submitted a bid for \$10,500 and UHY.LLP from Cadillac submitted a bid for \$4,000 and agreed upon procedures for an audit for the 2022 & 2023 fiscal year. . After some discussion Amanda made a motion to hire UHY.LLP from Big Rapids formally Baird, Cotter and Bishop. Joan David seconded the motion. The vote went as follows : John Clark-yes, Rick Roberson-yes, Amanda Hunter-yes, Nancy Conley-yes, Joan David-yes. The motion carried. Amanda will contact the company and set up a meeting to set up the audit.

Joan David made a motion to purchase the last two desks for the office, with a limit of \$1,800.00, which includes shipping and handling. Rick Roberson seconded it. This will be paid with ARPA funds. The vote went as follows: John Clark-no, Rick Roberson-yes, Amanda Hunter-yes, Nancy Conley-yes, Joan David-yes. The motion carried 4-1.

#### New Business:

Nancy Conley made a motion to pay Martins Construction an extra \$450.00 for materials needed to finish the job at Oxbow above the amount approved in the original bid. Upon starting the job Rick found more damaged wood under the log siding once he started ripping off the outer boards plus he replaced the damaged hand rails. Joan David seconded it. A roll call vote was taken: Amanda Hunter-no, John Clark-no, Rick Roberson-yes, Nancy Conley-yes, Joan David-yes. The motion carried.

Mike gave his technology report. The sign is installed and working. He is going to make a ½ page form to be used when adding new information. This way he will have a written statement on when information goes on and should come off.

Pro Camera has been installed on the roof. The camera was taken from Oxbow and an extra one was installed there. The camera installed here shows a better view of the parking lot and Recycle Center. The camera allows anyone in the office to see the comings and goings on the parking lot from a large TV, donated by Michael, placed to the right of the door. For security Michael suggested a device called a ViewPort. The cost is \$199.99 from Ubiquiti.

He also suggested to update the network switch as we have outgrown the previously installed one. We need more ports, thus transitioning all workstations and network connections to a wired connection. This is mainly for security. The cost of the switch is \$699.99 from Ubiquiti. His recommendation is to keep the old switch as backup. If the State ever rules for elections to require a sterile network, that could be used.

Michael stated he has left over cable from Oxbow job so he has the equipment to run cables to the computers and printers. He has other equipment on hand but dressing and conduit will need to be purchased when needed. The cost for the three computers and three printers and the ViewPoint will be less than \$300.00. Hooking up the new phone system can be done at the same time as running the network cables. A finalized layout for our office needs to be done before we start with the cable. In Summary he stated we are looking at Equipment purchases of \$800.00, replace 1 item and add an item, then finish the projects this winter.

Several questions to Michael followed his report. Joan made a motion seconded by Amanda for Amanda to work with Michael on the IT Policies. A vote was taken and all were in favor. Michael and Amanda will work on an IT policy before the next meeting.

Michael also talked to the board about our two factor 365 Business account on Microsoft. We will be seeing coming up on our email account. It is an update we must use, any questions please call him.

Amanda Hunter made a motion to buy the ViewPoint for \$199.00 from Amazon. Joan David seconded it. A vote was taken, the motion passed.

Joan made a motion seconded by Rick Roberson to approve the Blight Ordinance as submitted. Discussion followed. A roll call vote was taken as follows : John Clark-yes, Rick Roberson-yes, Amanda Hunter-no, Nancy -yes, Joan David-yes. The motion carried.

Joan made a motion by Resolution #101723 to remove the ORV Ordinance from the Blight Ordinance and be used as a stand alone ordinance, with no changes. Rick Roberson seconded it. A roll call vote was taken: John Clark – yes, Amanda Hunter-no, Rick Roberson-yes, Nancy Conley-yes, Joan David-yes. The motion carried 4 to 1.

Joan made a motion to rescind her motion on Blight ordinance and turn it into a resolution. Rick Roberson seconded the motion. The motion carried.

Joan made a motion to approve by Resolution # 101823 the Blight Ordinance as submitted. Rick Roberson seconded it. A roll call vote was as follow: John Clark-yes, Rick Roberson-yes, Amanda Hunter-no, Nancy Conley-yes, Joan David-yes. The motion carried 4 to 1.

The Civil Infraction Ordinance will be tabled until the next meeting. Joan asked the board members to read through it and let her know when they are ready to act on it. A special board meeting could be called to handle this.

Joan David made a motion to approve the bills checks #15074 thru 15104 including an EFT for \$2078.19 for a total of \$199,686.68. Rick Roberson seconded it. The motion carried.

Reports:

MTA – The next county MTA meeting will be November 29<sup>th</sup> at Greenwood Township at 6:00 p.m.

Planning Commission- McKenna came with a synopsis of the Survey and the Public meetings that we had. Michael is starting the classes for the Planning Comm. of the Citizen Planner course. The next meeting will be November 9<sup>th</sup> at 7:00.

Marijuana Enforcer – Rick reported that the grows are harvesting. The trees have been planted on the berm at Hi Cloud. No problems to report. Amanda asked about the trees and vegetation at True North. Rick was going to check into that.

Cemetery – Dennis reported he has been removing leaves from both cemeteries. He also placed the signs on Zimmer road for the Autistic Child notice.

Zoning – Steve handed out his report.

Public Comments – There were several public comments.

Board Discussion-

Nancy has sent the press release to MTA that was sent to the other newspapers on the Recycle Center. She heard back from them wanting more information on the township and more pictures. So it may be possible that we will be seeing a story in their publication.

Nancy updated the board on the early voting that will take place the 9 days before the Presidential Primary next year. The county townships have all voted to go to the County building for the early voting. It will be in the jury room to the front of the Board Room. Stephanie from Elbridge Township and Cora from Greenwood township, will be heading this up along with our County Clerk.

Amanda and Joan updated us on the happenings of Text my Gov. Discussion followed. We could look in to it in the future.

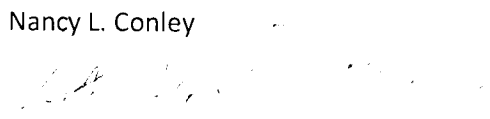
Amanda reminded us the security cameras in the voting area, should turned off when we have an election going.

Amanda brought up the need of updating our policies. We agreed but we are looking at that when our Master Plan is done. Joan stated that at her training she was at a couple of weeks ago made her more aware of policies we need in place that we have never had before.

Amanda brought up the extra security to look at through SSB on checking accounts . We would give them a check register and they would only cash checks and verify off that. She will look in to it for us.

Joan made a motion to adjourn the meeting. Amanda seconded it. The meeting adjourned at 8:19 p.m.

Nancy L. Conley



Newfield Township Clerk