

1-09-2018

REGULAR MEETING OF THE GREEN CHARTER TOWNSHIP BOARD WAS CALLED TO ORDER AT 7:09.

The WEBELOS PACK 3114 OF BIG RAPIDS WAS PRESENT AND WITH THE SUPERVISOR LED THE BOARD IN THE PLEDGE OF ALLEGIANCE TO THE FLAG.

THE FOLLOWING BOARD MEMBERS WERE PRESENT, ROLL CALL.

JAMES CHAPMAN	SUPERVISOR
JANET CLARK	CLERK
DENISE MACFARLANE	TREASURER
NANCY STEPHAN	TRUSTEE
GARY TODD	TRUSTEE
JAMES T. PEEK	TRUSTEE
KELLY CUSHWAY	TRUSTEE

MINUTES

The clerk presented the minutes of the 12-12-2017 regular board meeting.

K. Cushway requested the following correction in these minutes.

- **Correction** ~~The question was~~ K. Cushway asked why the township didn't take bids for the network evaluation and why the township was required to pay 50% upfront.

MOTION was made by G. Todd and supported by N. Stephan to accept the minutes of the 11-12-2017 regular board meeting as corrected.

MOTION CARRIED. 7 yes

The clerk presented the minutes of the 1-3-2018 budget work session.

MOTION was made by D. MacFarlane and supported by N. Stephan to accept the minutes of the 1-3-2018 budget work session.

TREASURERS REPORT

The treasurer presented the treasurers report:

1-04-2018 General fund balance \$610,199.67

1-04-2018 Sewer fund balance \$530,221.90

1-04-2018 Cherry Meadows Special Assessment fund \$9,385.53

MOTION was made by J. Peek and supported by G. Todd to accept the treasurer's reports as presented in all funds. **MOTION CARRIED. 7 yes**

N. Stephan requested the receivable due number in the Cherry Meadows Special Assessment Fund will be on the next month CMSA report.

SEWER REPORT

Green Charter Township sewer report as follows: by Troy McDonald & Dennis Vandawater

11/28/2017 - 1/01/2018 34 days

Reading 201497550

Total Flow 1003280

Average daily flow 29508

The question was asked about the flow increase. Denny reported no obvious reason, but it was mostly more number days in the log. Also reported Consumers Energy has installed a new electric meter at the lift station.

PUBLIC COMMENTS

County Commissioner Marilnn Vargo was present and reported;

- The new chair on the Mecosta County Board of Commissioners is Bill Routley and Jerilyn Strong is the vice chair.
- The County Morgue now has five participating counties as members and are expecting to possibly increase to nine or ten by spring. The cooler can be expanded if need be.
- County budget has been approved.
- State has indicated an increase in the indigent defense budget funding.

BOARD OF REVIEW REPLACEMENT

Marilynn Vargo, Board of Review member has resigned. The supervisor responded the township regretfully accepted her resignation.

BOARD OF REVIEW NEW APPOINTMENT

The supervisor introduced Vicki Dadles for appointment to the Board of Review and her information was included in the board packet.

There was a discussion. N. Stephan expressed a problem with the process of selecting her, she wished its was made known if others might be interested.

The supervisor explained he checked with other townships and tradition has been the supervisors have nominated an individual for the board to approve.

MOTION was made by J. Peek and supported by J. Clark to appoint Vicki Dadles to the Board of Review as the alternate member. **MOTION CARRIED. 7 YES**

SEWER MAINTENANCE POSITION

The supervisor reported Denny Vandawater has officially resigned the position for the Operation & Maintenance of the Green Township sewer system.

A list of qualifications of Troy MacDonald has been included in the board's packet, mentioning Troy McDonald has a license level C&D waste water operator for the City of Big Rapids.

J. Peek explained, the township needs a certified experienced person with reasonable sense to take over the sewer O & M. and welcomed Troy and moving forward.

MOTION was made by J. Peek and supported by D. MacFarlane to employ Troy McDonald as the Green Charter Township sewer operation and maintenance person.

There was a discussion.

Trustee K. Cushway presented and read the following prepared statement:

“At our last meeting, on December 12, 2017, Mr. Vandawater verbally announced his intentions to retire. He then introduced Troy McDonald as his replacement. Mr. McDonald introduced himself, and then after a short discussion he was encouraged by the Supervisor to begin the paperwork-because there was a lot of it.

I do not believe this should be what our hiring process looks like. I don't think any other public sector employers in our area award jobs like this. In the future, I think

we should advertise a position, accept applications, conduct interviews and then seek the board's approval for new hires.

If this Board wants to be perceived by the public as fair and transparent, we can't let this happen again.

I'd like to apologize to Troy for getting caught up in this. I don't think he has done anything wrong.

I have known Troy for a long time and I think he'll do a fantastic job.

My vote will not be against the person, it will be against the process."

Mr. Cushway suggested the new hire salary be at a lower rate than the current O&M person for the sewer.

D. MacFarlane asked what he might suggest and not insult Troy.

Deputy Treasurer stated the amount of \$3,147.71 annual salary for 24 hour on call response is a very reasonable number, taking into consideration the rate of increase was cost of living increase. It was also remarked that a newly elected trustee receives the same rate of pay as the all other trustees.

Explaining there is a limited pool of local qualified experienced workers to do a good job.

This above motion was on the floor.

MOTION was made by J. Peek and supported by D. MacFarlane to employ Troy McDonald as the Green Charter Township sewer operation and maintenance person.

MOTION was made by J. Peek and supported by D. MacFarlane to employ Troy McDonald as the Green Charter Township sewer operation and maintenance person. There was a discussion.

**MOTION CARRIED. 6 YES - Stephan, Peek, Clark, Chapman, MacFarlane, Todd,
1 NO – Cushway**

FIRE CONTRACT

Request for proposal Green Township fire protection and Medical Rescue

The supervisor reported one proposal has been received from the City of Big Rapids for the Mutual Fire Protection Contract of the Charter Township of Green.

The supervisor J. Chapman opened the envelope with the proposal at this meeting.

He expressed the township is very satisfied and no complaints with the quality of service provided by the City of Big Rapids. The issue was fiscal responsibility.

There was a discussion.

- Term: April 1, 2018 through March 31, 2021
- First annual payment: \$83,612
- Annual payments equal to the amount raised by 1 mil of taxable value in the Township
- Additional annual fee of \$5,000 toward cost of capital improvements for the City Fire Division
- Proposing contract for 3 years with each party having the right to re-open the contract after 1 year.

The board will receive copies (10 pages) of the proposals details.

Further discussion:

- City values working with the township
- Funding from Mecosta County 1/10 of a mil for medical calls
- Number of years in current contract
- The Fire protection expense is the greatest cost service provided to the township
- Continued review for co-operation in public safety
- Savings potential use for dry hydrant at 190th at Muskegon River
- Response time
- Mutual aid/manpower with other jurisdictions affect insurance costs
- Reduction in multiplier for cost calculation
- No action taken until board has reviewed the contract document.

PUBLIC COMMENTS

RE-ZONING RIVERHAVEN SUBDIVISION

The supervisor J. Chapman and trustee J. Peek met with the Mecosta Co. Planning & Zoning Commission regarding the request by Green Charter Township for the correction in the re-zoning of the Riverhaven Subdivision from R-3 to LR Lake and River Resort District. The Zoning Commission moved to recommend approval of the request. January 18 the County Commission will rule on this matter.

OLD BUSINESS

ROADS

SPRUCE BRIDGE

The supervisor reported he has contacted Mr. Youngs on the Spruce Bridge drawings and the documents should be to the Road Commission this week.

The Mecosta Road Commission needs that information soon in order to begin work on Spruce Bridge by April 1.

Mecosta Co. Road Commission also needs official approval as soon as possible for Spruce Bridge and Round Lake Road.

County is proposing Round Lake Road project after the summer season traffic.

Road Commission will have estimates on the projects after this year's bid for asphalt has been received.

Possible unforeseen costs for the road projects are a concern.

NEW BUSINESS

TOWNSHIP HALL LIGHTS

The supervisor reported he has learned that Consumers Energy will be extending the rebate program for 2018. Remus Electric will put together bid numbers for new hall parking lot lighting. If the board approves, it could be done in the spring or earlier if the weather is good.

Monday January 8, 2018 forty one lights inside the township hall have been rewired and LED lights have been installed, which are more efficient and will bring a cost savings.

Limited number of local vendors partnering with Consumers Energy.

2018-2019 BUDGET ADOPTION – was delayed until next month

NETWORK EVALUATION

ISI (Internet Service Inc.)

There was a discussion concerning the following on the network evaluation of the township hall facility.

Expected completion date, in one to two weeks.

Identify programs, passwords and product keys on desktops.

HARASSMENT POLICY

The supervisor J. Chapman presented to the board a proposed Harassment Policy received and recommended from the township attorney Mika Meyers for the board to review.

Which after adopted would be put in the township policy and procedure book.

There was a discussion. The supervisor J. Chapman explained when he contacted MTA they did not provide a template for the township, but did have two other townships with harassment policies, one large township and one a little smaller. He sent one to the attorney, who drafted this document for the township.

There was a discussion regarding elected official language in this policy.

MOTION WAS made by J. Peek and supported by K. Cushway to approve the following Green Charter Township Harassment Policy.

MOTION CARRIED. 6 YES, - Peek, Clark, Chapman, MacFarlane, Todd, Cushway,
1 NO – Stephan

GREEN CHARTER TOWNSHIP HARASSMENT POLICY

Section 1

Sexual Harassment

Green Charter Township does not tolerate harassment of its employees. Any form of harassment related to an employee's race, color, national origin, sex, religion, age or other protected status is a violation of this policy and will be treated as a disciplinary matter and where appropriate, the discipline will be up to and including discharge.

Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment, including, but not limited to:

- a. Submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual;
- c. Any attempt to coerce an unwilling person, male or female, into a sexual relationship;

- d. Subjecting a person to unwanted sexual attention, threatening or punishing someone for refusing to comply with sexual demands; and
- e. Such conduct has the purpose or effect of creating a sexually intimidating, hostile or offensive working environment.

Section 2 - Other Forms of Harassment

Harassment on the basis of any other protective characteristic is also prohibited, which may include race, color, national origin or religion, age or other protected status or physical conduct relating to any individual's race, color, national origin, religion, age or other protected status where the conduct (1) has the purpose or effect of creating an intimidating, hostile or offensive working environment, (2) has the purpose or effect of unreasonably interfering with an individual's work performance, or (3) otherwise adversely affects an individual's employment opportunities.

Section 3 - Reporting, Investigations and Retaliation

If you believe that you are being harassed by another employee, customer or vendor or anyone else, please notify your immediate supervisor or another supervisor or manager with whom you feel comfortable with. The supervisor will report this situation to the Township Supervisor or Township Clerk who then will conduct a prompt investigation.

Supervisors and managers have an obligation to immediately report to the Township Supervisor and/or Township Clerk any incidents of sexual harassment or any other type of harassment that they become aware of whether they witness the incident or hear about it.

At the conclusion of the investigation, the Township shall be report to the complainant the results of the investigation and what action, if any has been taken.

No one will be subject to, and it is the Township's policy, to prohibit any form of retaliation for truthfully and/or in good faith reporting incidents of harassment. Anyone engaging in retaliation in violation of this policy shall also be subject to discipline up to and including discharge.

From time to time, the Township may conduct investigations into any work-related matter. As an employee of the Township, you are required to cooperate in that investigation. If you fail to cooperate and/or knowingly make any misrepresentations or false statements as part of that investigation, you will be subject to discipline up to and including discharge.

This Resolution was offered by Board member J. Peek and supported by Board member K. Cushway at a meeting on January 9, 2018. The members of the Township Board voted as follows roll call vote: 6 YES, Peek, Clark, Chapman, MacFarlane, Todd, Cushway, 1 NO – Stephan
The TOWNSHIP SUPERVISOR declared the Resolution duly adopted.

Janet Clark, Township Clerk

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted at a regular meeting of the Green Charter Township Board held on January 9, 2018; that the meeting was conducted and public notice of the meeting was given pursuant to and in compliance with the Michigan Open Meetings Act; that a quorum of the Board was present and voted in favor of the resolution ; and that the minutes of the meeting will be or have been available as require by the Open Meetings Act.

Janet Clark, Clerk
Charter Township of Green
Mecosta County, Michigan

MECOSTA CONSERVATION DISTRICT

Charmaine Lucas was present to ask the board to waive the rental cost for the Mecosta County Conservation District to offer free to the public two presentations; Tuesday March 20th, 2018, 1-3 p.m.

1. Invasive species/native plants
2. Invasive species in our forests, wetlands and habitat areas

The purpose of the program is to educate the public on common invasive plants while at the same time offering native alternatives through the Conservation Districts annual spring seedling sale and native plant sale.

MOTION WAS made by J. Peek and supported by K. Cushway to wave the rental fee for the Mecosta County Conservation District invasive species/native plants presentations. **MOTION CARRIED. 7 YES**

Charmaine Lucas distributed for the board and public a Resource Assessment Survey to identify natural resource priorities in the county.

MTA CAPITOL CONFERENCE

MOTION WAS made by K. Cushway and supported by G. Todd to approve conference fee of \$30 for the supervisor to attend the MTA Capitol Conference in Lansing.

MOTION CARRIED. 7 YES Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

BOARD OF REVIEW TRAINING (required)

MOTION WAS made by J. Peek and supported by N. Stephan to approve the Board of Review Training fee of \$50.00 total for the Board of Review Board.

MOTION CARRIED. 7 YES Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

FOIA REQUEST

The supervisor reported the board has received in their packet, the papers recommended by the township attorney that were submitted for the FOIA request of Mr. Long.

The supervisor read the amounts on the FOIA estimate work sheet.

\$8586.75 total cost estimate

The total hour estimates was calculated in 1 hr. increment, not ¼ hr.

Mr. Long

- Read his letter of appeal of the FOIA request and concerns
- And distributed the FOIA documents to the public in the audience
- He has the right to appeal the board to waive the fees
- Indicated knowledge of a scam
- Expressed the township lack of knowledge and technology now and in the past
- Explained specific numbers are incorrect on the FOIA estimate work sheet
- Suggested having a special meeting to hear his concerns
- Business information discussed
- No personal benefit

Continued discussion

- Several residents asked why have not gone to Sheriff Department or law enforcement?
- Supervisor J. Chapman explained this forum is not for criminal investigation.
- Could redact FOIA request and move forward by another means/ appeal
- Discussed reason to consider
- Transparency
- ISI Steve Wright's credentials & security
- Internet & IT services
- Information on communication room in basement
- Appropriate use of tax dollars

- Response, when Bob Baldwin the township supervisor, who had all the technical information in his head, died this past year, Steve Wright who had worked with Bob was asked to come in and save/recover his data.
- It was spoken the board has limited knowledge on the tower and it would be good for the township to know what Mr. Long has to present.

- Public should have access to documents of twenty plus years technology and spending.
- What is electric cost of basement tech room?
- Chapman responded this meeting is not a bashing session.
- The information on the computer of the late supervisor of Bob Baldwin needed to be saved; the tower and security cameras need to be managed.
- Board needs specific information & research knowledge on what should be done.
- Suggested contractor & IT service bidding for projects
- Tower ownership and contract
- Should township take the lead and speak with law enforcement?
- Viewing of IT room in basement?
- Summary report on tower lease, security cameras and backups
- Explain history of tower installation. The intent was to help serve higher quality internet in that area.
- Record of those who have access to IT room and time of use.
- Supervisor J. Chapman asked Mr. Long multiple times if he wished to appeal the FOIA costs. Mr. Long did not answer.

BUDGET AMENDMENT

MOTION was made by J. Peek and supported by D. MacFarlane to approve the following budget amendment in the Sewer fund.

MOTION CARRIED. 7 yes Stephan. Peek, Clark, Chapman, MacFarlane, Todd, Cushway

1/9/2018	GENERAL FUND					
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED AMOUNT	NEW BUDGET	AMENDED BALANCE
SEWER FUND						
590-000-850	PHONE LIFT STATION	\$ 369.90	\$ 360.00	\$ 100.00	\$ 460.00	\$ 90.10
from						
590-000-971	EQUIP OFFICE SMALL FIXED AS	\$ -	\$ 500.00	\$ 100.00	\$ 400.00	\$ 400.00

BUDGET AMENDMENT

MOTION was made by J. Peek and supported by D. MacFarlane to approve the following budget amendment in the General fund.

MOTION CARRIED. 7 yes Stephan. Peek, Clark, Chapman, MacFarlane, Todd, Cushway

1/9/2018 BUDGET YEAR 2017-2018 AMENDMENTS							
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED AMOUNT	NEW BUDGET	AMENDED BALANCE	
GENERAL FUND							
101-101-800	CONTRACTSERVICES	\$ 2,015.00	\$ 1,750.00	\$ 1,200.00	\$ 2,950.00	\$ 935.00	
1 from					\$ -		
101-265-972	TWP. HALL LARGE FIXED ASSET	\$ -	\$ 13,000.00	\$ 1,200.00	\$ 11,800.00	\$ 11,800.00	
					\$ -		
101-101-870	MILEAGE	\$ 2,362.76	\$ 2,100.00	\$ 500.00	\$ 2,600.00	\$ 237.24	
2 from					\$ -	\$ -	
101-101-972	TWP. BD. LARGE FIXED ASSETS	\$ -	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 500.00	
101-101-900	PRINTING & PUBLISHING	\$ 5,885.38	\$ 4,500.00	\$ 1,500.00	\$ 6,000.00	\$ 114.62	
3 from					\$ -	\$ -	
101-751-972	REC. & PARKS LARGE ASSETS	\$ 3,386.00	\$ 25,000.00	\$ 1,500.00	\$ 23,500.00	\$ 20,114.00	
101-101-960	EDUCATION & TRAINING	\$ 4,749.00	\$ 4,000.00	\$ 1,000.00	\$ 5,000.00	\$ 251.00	
4 from					\$ -	\$ -	
101-751-970	REC & PARKS SMALL ASSETS	\$ 1,154.35	\$ 3,000.00	\$ 1,000.00	\$ 2,000.00	\$ 845.65	
101-215-760	DEPUTY CLERK	\$ 1,650.02	\$ 1,500.00	\$ 500.00	\$ 2,000.00	\$ 349.98	
5 from							
101209-874	PENSION- ASSESSING	\$ 1,378.17	\$ 5,513.00	\$ 500.00	\$ 5,013.00	\$ 3,634.83	

AUTHORIZE PAYMENT OF BILLS

MOTION was made by G. Todd supported by J. Peek to approve payment of the following bills: **MOTION CARRIED. 7 YES Stephan**, Peek, Chapman, Clark, MacFarlane, Todd, Cushway

GENERAL FUND 1/15/2018–1/09/2018 #13208 # 13242 \$23,199.28

SEWER FUND 12/15/2018- 1/9/2018 CK #3610 - # 3621 \$2,424.42

Mr. Meads appreciates the board’s leadership on the fire contract and saving the township dollars.

Janet Clark, Township Clerk 1/09/2018 – 9:40 P.M. meeting adjourned