

**UNAPPROVED**

**REGULAR AUGUST 14, 2018 MEETING OF THE GREEN CHARTER TOWNSHIP BOARD WAS CALLED TO ORDER AT 7:00 P.M., THE SUPERVISOR LED THE BOARD IN THE PLEDGE OF ALLEGIANCE TO THE FLAG. THE FOLLOWING BOARD MEMBERS WERE PRESENT, ROLL CALL.**

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

**MINUTES**

The clerk presented the minutes of the 7-10-2018 regular board meeting.

There was a discussion.

**MOTION** was made by J. Peek and supported by D. MacFarlane to accept the minutes of the 7-10-2018 regular board meeting. **MOTION CARRIED. 7 yes**

**TREASURERS REPORT**

The treasurer presented the treasurer's report:

8-9-2018 General fund balance \$598,399.72

8-9-2018 Sewer fund balance \$541,437.53

**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**

**SEWER REPORT**

Troy McDonald presented Green Charter Township sewer report as follows:

7/1/2018 - 7/31/2018 31 days

Reading 208309800

Total Flow 912523 Average daily flow 29436

KW - May 291 KW Y.T.D. 4167

There was a discussion concerning the sewer line televising and cleaning.

1. System was put in in 1978, 40 years ago.
2. Flows have been up one week and down on the next week.
3. Northern A-1 Environmental Services are expected to come in next week.
4. The estimate of water from the jetting of the system will be transported to the Muskegon Sanitation facility and billed directly to the township.
5. Will do spot checks imaging to determine which areas need jetting.
6. If large roots are found they will need to be removed from the line.

**ASSESSOR REPORT**

The July Board of Review report was received and distributed to the township board.

**PUBLIC COMMENTS**

The township clerk introduced her new deputy Paula Bouty.

## **OLD BUSINESS**

### **LOT SEAL COATING BIDS TOWNSHIP HALL PARKING (publishing & noticing has been done)**

Two Proposals have been received.

J&W Sealcoating LLC.----\$7,310.00

B&E Coating services ----\$6,075.00

### **GUARDRAIL REPLACEMENT – WEST SIDE OF HALL PARKING LOT (publishing & noticing has been done)**

There was a discussion on replacement of the guardrail.

It was recommended the brush be trimmed back/sprayed before installation of the guardrail and the parking lot sealcoating. One price estimate has been received.

MOTION was made by J. Peek and supported by N. Stephan to contract with Dale Dukes & Sons, Inc. to install the used/salvaged guardrail on the west side of the townhall parking lot. (trimming or spraying first).

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

### **LOT SEAL COATING BIDS TOWNSHIP HALL PARKING**

MOTION was made by J. Peek and supported by G. Todd to contract with B&E Coating Services for the sealcoating of the township hall parking lot for the amount of \$6,075.00.

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

## **MIDSTATE SECURITY**

The supervisor has contacted Midstate Security and reported the following.

- The alarm system does not have fire protection alarm.
- Basic monitoring could be purchased for \$59.00 per month.
- The board suggested checking other possibilities for fire alarm protection.
- The wiring is 5E, not 6A as requested in the bid.

Discussed issues not resolved and the supervisor will follow up.

\*Smoking Survey representative was not in attendance and will schedule attending another meeting.

## **SPRUCE ROAD CULVERT INSTALLATION**

Information has been received from the Morningstar Construction that the culvert is scheduled for shipment from the manufacturer September 5, 2018. The week before they will start construction.

## **NEW BUSINESS**

### **ALCOHOL INSURANCE RESOLUTION**

A resolution to establish coverage limits for insurance to serve alcohol SHP was distributed to the board for review. There was a discussion.

MOTION was made by J. Peek and supported by G. Todd to include in the resolution and contract that renters of the Stone Hatchery provide to the township proof of insurance coverage for all the days that they are renting the facility for that event. **MOTION CARRIED. 7 YES** Stephan, Peek, Clark, Chapman, MacFarlane, Todd, Cushway

### **CEMETERY TREE REMOVAL & DRIVEWAY REPAIR**

The township grounds supervisor G. Todd reported to the board cemetery repair needs. Tree removal and trimming in Parkhill, Parkhill Schroeder addition and West Cemetery. He suggested letting the job out for bids to include the requirement of a bucket truck, grinding stumps and proof of insurance. Advertising in the Pioneer, Township website and any other contractor advertising listing was recommended.

**MOTION** was made by J. Peek and supported by D. MacFarlane to request bids for the Cemetery Tree removal and trimming in Parkhill, Parkhill Schroeder addition and West Cemetery.

**MOTION CARRIED. 7 YES.** *(see attached resolution)*

Resolution To Establish Coverage Limits for Insurance To Serve Alcohol:  
Green Charter Township

WHEREAS: Green Charter Township regularly rents out facilities to community members

WHEREAS: These renters often wish to provide alcohol at their event.

WHEREAS: This creates a potential liability for Green Charter Township

THEREFORE: The following clause shall be added to any rental agreement involving township property if the renter intends to furnish alcohol at their event:

INSURANCE: During all times of Rental or while on premises, The RENTER shall provide to GREEN CHARTER TOWNSHIP with a Certificate of Public Liability Insurance naming GREEN CHARTER TOWNSHIP as additional named insured. Said insurance shall have minimum liability coverage of \$1,000,000.00 (one million) for any accident or other occurrence involving injury, including wrongful death, to one or more persons and not less than \$1,000,000.00 for property damages resulting from any occurrence. All insurance policies required shall be written and issued by a carrier authorized in the State of Michigan. If RENTER fails to provide satisfactory evidence of said insurance GREEN CHARTER TOWNSHIP may refuse to permit them the usage of the facilities until evidence of said insurance is provided.

The foregoing resolution offered by board member J. Peek.

Supported by board member G. Todd.

Upon a roll call vote, the following voted: Aye 7 No 0. The supervisor declared the resolution adopted.

Janet Clark, Clerk

August 14, 2018

### **DRIVE IN PARK CEMETERY – REPAIR**

The need for repair and gravel in the Parkhill and Parkhill Schroeder Addition Cemeteries.

Discussed the following needs:

1. Grading & type of gravel needed
2. Suggested doing all the drive of these Parkhill Cemeteries
3. Remove center hump in the drives
4. Gather cost information for requesting bids.

### **SERVICE DOGS IN TOWNSHIP FACILITIES**

The supervisor will also prepare a resolution for the permitting of “Service dogs in township facilities”.

### **STONE HATCHERY FARM MARKET**

Grounds Supervisor G. Todd reported that they are looking for a new volunteer to be in charge of the Stone Hatchery Farm Market event next year. Vonda Kirk no longer wishes to continue the organizing of the event. The vendors have also suggested changing the time of the event to the 1<sup>st</sup> Thursday of each month from 9 a.m. – 2 p.m. There was a discussion. No action taken.

### **SKYWEB**

The supervisor reported a certified letter has been sent to Skyweb informing them the township is not responsible or a mail service for financial transfers for Skyweb to ISI. There was a discussion. No further action taken.

### **TOWNSHIP INTERNET TOWER**

Mr. L. Cox of ISI was present and reported the following.

Re-organization of equipment space on tower is being reviewed; ISI has offered to help with the resetting.

Discussing options if when vendor on tower becomes delinquent on monthly rental fee.

Number of residents using internet from this tower has not been confirmed.

### **MIDSTATE SECURITY MONITORING**

Information on the rate structure for the security monitoring from MidState Security has been received in correspondence of 7-25-2018. There was a discussion.

Proposed three year agreement

Proposed one year agreement for the monitoring

No change decision was made at this time. Keeping on annual contract as currently have.

### **ANNUAL AUDIT OF -1-2017-3-31-2018**

Audit report has been received and distributed to the board for review and will be on next month's agenda for discussion.

### **MTA CONFERENCE ON THE ROAD 2018 REGIONAL MEETINGS**

**MOTION** was made by J. Peek and supported by D. MacFarlane to approve board members and deputies to attend the MTA ON THE ROAD CONFERENCE . Noting there is one scheduled in Big Rapids. And mileage will not be approved for out of town sessions.

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

### **RATE STRUCTURE FOR TOWNSHIP PARKS**

There was a discussion on the rate structure for the township parks and facilities.

**MOTION** was made by J. Peek and supported by G. Todd to approve the 2019 calendar rental fee for the Stone Hatchery Park as follows

- \$140.00 rental fee for residents & property owners with half day before and half day after the event \$70.00 for each half day.
- \$240.00 rental fee for non- residents & non-property owners with half day before and half day after the event \$120.00 for each half day.

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

Township hall rentals were discussed, no decision made.

### **STREET SIGNS – NEW NEEDED**

MOTION was made by J. Peek and supported by G. Todd to purchase new Street signs for Northland and Shamrock and Franklin and Lincoln in Paris and have Mecosta Co. Road Commission install.

**MOTION CARRIED. 7 YES.**

### **PUBLIC COMMENTS**

**MOTION WAS MADE** by J. Peek and supported by D. MacFarlane to approve the following amendment in the General fund.

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

8/14/2018 BUDGET YEAR 2018-2019 AMENDMENTS						
ACCOUNT	DESCRIPTION	ACTUAL	BUDGET	AMENDED AMOUNT	NEW BUDGET	AMENDED BALANCE
<b>GENERAL FUND</b>						
101-191-818	CONTRACTUAL SERVICES	\$ 612.50	\$ 500.00	\$ 115.00	\$ 615.00	\$ 2.50
from					\$ -	
101-191-728	ELECTION POSTAGE	\$ 298.30	\$ 1,000.00	\$ (115.00)	\$ 885.00	\$ 586.70

**AUTHORIZE PAYMENT OF BILLS**

**MOTION** was made by G. Todd supported by J. Peek to approve payment of the following bills:

**GENERAL FUND** 7/12/2018- 8/14/2018 #13486 # 13552 \$41,553.84

**SEWER FUND** 6/12/2018- 6/12/2018 CK #3684 - # 3697 \$ 6,203.89

**CHERRY MEADOWS SPECIAL ASSMT. FUND** 8/14/2018 CK# 008 \$475.00

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

Janet Clark, Township Clerk 8/14/2018 – 8:40 P.M. meeting adjourned