

**WEST TRAVERSE TOWNSHIP
REGULAR BOARD MEETING
Tuesday, February 14, 2023
6:00 PM**

Supervisor Bartlett called the meeting to order at 6:00

Roll Call: Green, Mooradian, Hollingsworth, Baiardi, Bartlett

Absent: None

Visitors: Ken Lane, Paul Mooradian, Amy Peters, Barb Woodward Boonstra

The Pledge of Allegiance was recited by all.

Approve Agenda & Additional Items:

Public Comments: None

Approve Minutes of Regular Meeting Minutes of January 10, 2023: Mooradian corrected the spelling of Beckett and Raeder. **Bartlett makes a motion to approve the Minutes with corrections. Green seconds the motion. All yes.**

Review Correspondence not included below:

Action Items:

- a. Compensation Resolutions – **Hollingsworth makes a motion “Therefore be it resolved that the salary of the West Traverse Township Supervisor shall be increased by 6% from \$20,655.36 to \$21,894 effective April 1, 2023.” Green seconds the motion. Roll call: Green-yes, Mooradian-yes, Hollingsworth-yes, Baiardi-yes, Bartlett-yes**

Green makes a motion “The West Traverse Township Board deems that the adjustment in the salary of the West Traverse Township Treasurer as recommended by the Township Personnel Committee as warranted, therefore be it resolved that the salary of the West Traverse Township Treasurer shall increase by 6% from \$20,655.36 to \$21,894 effective April 1, 2023.” Bartlett seconds the motion. Roll call: Green-yes, Mooradian-yes, Hollingsworth-yes, Baiardi-yes, Bartlett-yes

Hollingsworth makes a motion “Therefore be it resolved that the salary of the West Traverse Township Clerk shall be increased by 6% from \$20,655.36 to \$21,894 effective April 1, 2023.” Green seconds the motion. Roll call: Green-yes, Mooradian-yes, Baiardi-yes, Hollingsworth-yes, Bartlett-yes

Bartlett makes a motion “Therefore be it resolved that the salary of the West Traverse Township Trustees shall be increased by 6% from \$5,877 to \$6,229 effective April 1, 2023.” Hollingsworth seconds the motion.

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Accepted: March 20, 2023 w/spelling corrections “assessor”

Roll call: Mooradian-yes, Baiardi-yes, Green-yes, Hollingsworth-yes, Bartlett-yes

Hollingsworth makes a motion “Therefore be it resolved that as of April 1, 2023 Amy Peters hourly rate shall be increased by 6% from \$16.96 to \$17.98 per hour.”

Green seconds the motion.

Roll call: Green-yes, Mooradian-yes, Baiardi-yes, Hollingsworth-yes, Bartlett-yes

Bartlett makes a motion “Therefore be it resolved for the period from April 1, 2023 to March 31, 2024 Secretary Amy Peters shall be granted the following paid holidays: New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas, consisting of 4 hours of pay for each if they fall on a regularly scheduled workday. Green seconds the motion.

Roll call: Green-yes, Mooradian-yes, Baiardi-no, Hollingsworth-yes, Bartlett-yes

Green makes a motion “Therefore be it resolved John Riggs salary shall be increased by 6% from \$41,286 to \$43,764 for the fiscal year of April 1, 2023 to March 31, 2024. Hollingsworth seconds the motion.

Roll call: Mooradian-yes, Green-yes, Baiardi-yes, Hollingsworth-yes, Bartlett-yes

Mooradian makes a motion “Therefore be it resolved that as of April 1, 2023, compensation for all Election Inspectors, Chair, and Members shall be increased from \$160 per shift for 7.5-8 hours to \$170 per shift. Green seconds the motion.

Roll call: Mooradian-yes, Green-yes, Baiardi-yes, Hollingsworth-yes, Bartlett-yes

Bartlett makes a motion “Whereas the West Traverse Township Board deems the adjustment in the compensation of the following positions as recommended by the Township Personnel Committee is warranted for a review, Planning Commission, ZBA and Water Committee; now therefore be it resolved that the compensation for these positions be increased approximately 6% for the fiscal year of April 1, 2023 to March 31, 2024. Green seconds the motion.

Roll call: Hollingsworth-yes, Mooradian-yes, Green-yes, Baiardi-yes, Bartlett-yes

Bartlett addressed the contracts for the Assessor and his Assessor Contractor. “Last year we approved a 2-year contract with a 6% increase for last year and at our Assessor’s suggestion a 3% increase was built into it for 2023-2024.” Bartlett states “I am comfortable, with the rest of the Township employees getting a 6% increase I would propose we consider including the Assessor and Assessor Contractor at the same rate increase we did with everybody else.” **Baiardi makes a motion to increase the Assessor and Assessor Contractor 6% instead of 3% for the upcoming year to finish the contract currently in place. Mooradian seconds the motion.**

Roll call: Hollingsworth-yes, Mooradian-yes, Green-yes, Baiardi-yes, Bartlett-yes

- b. Approval of resolution to use preliminary 2023-24 budget and millage rates for presentation at 3/28/23 public hearing. **Bartlett makes a motion “I would resolve that the Preliminary Budget and Millage rates presented at the February 14, 2023 Township Board meeting be presented at the 2023-2024 Budget Public Hearing in March. Mooradian seconds the motion.**
Roll call: Green-yes, Mooradian-yes, Baiardi-yes, Hollingsworth-yes, Bartlett-yes
- c. ZA contract. **Green makes a motion to increase the Beckett & Raeder contract for the Zoning Administrator from \$2,200 to \$2,400 per month and authorize the Supervisor to sign the contract presented.” Hollingsworth seconds the motion.**
Roll call: Green-yes, Hollingsworth-yes, Baiardi-yes, Mooradian-yes, Bartlett-yes
- d. Meeting Dates. **Bartlett makes a motion to approve the Meeting dates as submitted for the West Traverse Township Board 2023-2024. Baiardi seconds the motion. All yes.**
- e. Poverty Exemptions Guidelines/Resolution. **Baiardi makes a motion “Therefore be it resolved the Board of Review shall follow the above stated Policy and Guidelines in granting or denying the poverty exemption for the going resolution as offered by Baiardi and seconded by Hollingsworth.**
Roll call: Hollingsworth-yes, Green-yes, Mooradian-yes, Baiardi-yes, Bartlett-yes
- f. Planner services discussion. The board decided to move this discussion to the next Regular Meeting which will now take place March 20, 2023, at 4:00pm.
- g. ZBA 2nd Alternate appointment – John Dohan. **Bartlett makes a motion to appoint John Dohan to the 2nd alternate appointment position for the Township ZBA. Green seconds the motion.**
Roll call: Mooradian-yes, Green-yes, Baiardi-no, Hollingsworth-yes, Bartlett-yes
- h. Budget Amendments. **Bartlett makes a motion “Be it resolved that the 2022-2023 Township Operating Budget is hereby amended to increase the General Fund EMS Supplies Expenditure account from \$800 to \$950 to cover the Township’s increased expenditures for this fiscal year.” Hollingsworth seconds the motion.**
Roll call: Hollingsworth-yes, Green-yes, Mooradian-yes, Baiardi-yes, Bartlett-yes

Baiardi makes a motion “Therefore it be resolved that the Township’s 2022-2023 Operating Budget is hereby amended to increase the General Fund Elections Supplies Expenditure account from \$2,000 to \$4,800 to cover the Township’s increased mailing expenditures for the fiscal year ending March 31, 2023.”
Mooradian seconds the motion.
Roll call: Hollingsworth-yes, Green-yes, Mooradian-yes, Baiardi-yes, Bartlett-yes

Mooradian makes a motion “Therefore be it resolved that the Township’s 2022-2023 Operating Budget is hereby amended to increase the General Fund Capital Outlay Building Construction Expenditure account from \$0 to \$7,150 to cover the Township’s unanticipated furnace replacement cost in 2023.” Hollingsworth seconds the motion.
Roll call: Hollingsworth-yes, Green-yes, Mooradian-yes, Baiardi-yes, Bartlett-yes
- i. Zoom meeting provider update – postponed
- j. Planning Commission Items:

- **Perry Farm Village PUD amendment. Green makes a motion to approve Case #1-2023 Perry Farm Village for an Amendment to its approved PUD at 4241 Village Circle Drive, Harbor Springs MI, 49740 to allow for the use of the Terrace Level of the Perry Center Building #7 for occupation of 4 of the 6 existing studio condominiums by Perry Farm Village residents and to allow the 2 remaining studio condominiums the use by existing staff and resident guests for lodging during inclement weather and related circumstances as depicted on the Building 7 Terrace Level floor plan dated February 8, 2023 as submitted by the applicant. Except as expressly amended by this 5th Amendment to the PUD agreement all conditions of the original PUD agreement between the parties as previously amended by the 1st amendment, the 2nd amendment, the 3rd amendment and the 4th amendment are ratified by the parties and shall remain in full force and effect.” Bartlett seconds the motion.**

Roll call: Mooradian-yes, Green-yes, Baiardi-yes, Hollingsworth-yes, Bartlett-yes

- Annual Report.
- Meeting Dates.

Reports & Updates

- a. Clerk – Clerk gave her report.
- b. Treasurer – Treasurer gave her report.
- c. Planning Commission – Green gave his report.
- d. Zoning Administrator – Lane had submitted a written report.
- e. Recreation/Thorne Swift Committee – Mooradian gave her report.
- f. Supervisor - Supervisor gave his report.

Approve payables & payroll – Green makes a motion to approve Payables & Payroll as presented. Hollingsworth seconds the motion. All yes.

Public comments

Board comments – Meeting March 20, 2023, at 4:00 p.m.

Next Regular Meeting – Tuesday, March 20, 2023, at 4:00pm, including a Public Hearing on the proposed Millage rates and Budget for FY 2023-24.

Supervisor Bartlett adjourned the meeting at 7:16 p.m.

Respectfully Submitted by:

Cindy Baiardi, Clerk

Transcribed by:
Paige Fisher

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Accepted: March 20, 2023 w/spelling corrections “assessor”